Report Runner Batch
User Manual

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Report Runner Batch

by Jeff-Net

Report Runner Batch

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For all of our "Beta Testers" that have provided amazing feedback and suggestions during our Beta period of this combined release of Report Runner Unified. It was so valuable to us and helped Report Runner go live into production with great speed and success! Thank you so much!

Last but certainly not least, we want to thank all of our wonderful Report Runner Fans for your support over the years. We appreciate the opportunity to serve you!

Table of Contents

Foreword 7

Part I Introduction 9

1 Welcome to Jeff-Net Report Runner Batch ... 10
2 About Jeff-Net Report Runner Batch ... 11
3 Why Jeff-Net Report Runner Batch? ... 13
4 Top 5 Things To Know From The Start ... 15
5 Getting Started ... 17
Quick Installation Notes ... 17
System & Report Requirements ... 20
6 Getting Help ... 22

Part II Documentation 25

1 Home ... 26
Batch Files ... 28
New ... 30
Open ... 35
Close ... 39
Batch Jobs ... 41
Add ... 42
Edit ... 49
Delete ... 60
Test/Run/View Report ... 62
Batch Actions ... 64
Save ... 66
Run ... 68
INI Settings ... 70
[Options] Group Header ... 73
[PDF] Group Header ... 96
[Newsletter] Group Header ... 100
[SuperBatch] Group Header ... 112
Mail Header ... 119
Mail Footer ... 121
Scheduler ... 123
Settings - Global Options ... 131
File, Path, & Folder Settings ... 133
Mail Settings ... 139
Database Settings ... 141
Archive Folder Settings ... 143
2 Tools ... 143
Global Parameters ... 145
Constants (Global Parameters) ... 146
Expressions (Global Parameters) ... 146
Utilities ... 148
Save As (Utilities) ... 149
Generate Command Line (Utilities) ... 150

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Event Server ... 153
Mail Event Rules ... 153
File Event Rules ... 154
SQL Event Rules ... 154
3 Help ... 155
References ... 156
Documentation ... 157
Common Questions ... 158
Help! My Report Won't Run. What's Wrong? ... 159
Help! Microsoft ODBC Error! ... 162
Search All Articles Online ... 162
Technical Support ... 162
Debugging ... 164
4 About Jeff-Net ... 167
Contact Information ... 169
Website ... 171
Updates via Twitter ... 172
Order ... 173
Downloads ... 176
Licensing Manager ... 177
Edit/Change License ... 178
Check License Status ... 180
Deactivate License ... 182
Clear All Licensing ... 184

Part III Reference 186

1 Upgrade FAQ ... 187
2 Random Tips ... 192
3 Random Questions ... 193
4 Online Videos ... 196
5 Compare Editions ... 196
6 Jeff-Net Variables ... 197
Burst ... 199
Culture Codes ... 200
User Defined ... 200
Output File ... 202
New Line ... 203
Space ... 203
Date and Time Formats ... 204
Most Popular ... 205
Additional ... 208
Day First ... 210
Month First ... 211
Weeks, Months & Years ... 213
Today ... 218
7 SuperBatch ... 220
8 Bursting ... 220
By File or Email ... 221
By Special Email Letter ... 230
By HTML-Based Email Letter ... 231

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By Newsletter ... 231
Parameter Bursting ... 231
9 Magic in the EXE ... 232
10 Modifying Batch XML Files ... 233
11 System Reports ... 235
End of Batch Notification ... 235
Twitter Post By Day of Week ... 248
Sample Report ... 248
12 Group Header ... 248
13 2011 Verses 2012 ... 249
14 JNRRB.INI File ... 251
Part IV 3rd Party Add-Ons 254
1 Neevia ... 254
Index 259

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Foreword

We want to thank you for your interest and support in Jeff-Net Report Runner Batch. We have a long history of hard work, easy-to-use software, world-class support and happy customers.

We had you in mind when creating this latest version of Report Runner Batch and hope you find this Help Documentation useful. We will continue to make modifications and enhancements as we go along to make sure you stay up-to-date with the latest features and functions.

If you have any questions and/or suggestions, we want to hear from you.

We hope you love what you see and read!

Tracie Morgan &
Jeff-Net Fan Support

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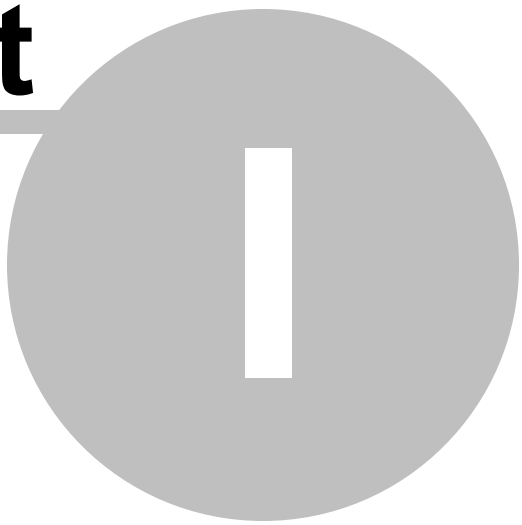
Part



1 Introduction

The topics listed below provide information about **Jeff-Net Report Runner Batch**. We will show you how to get started and what Report Runner Batch can do for you.

How to get started

- See Top 5 Things To Know From The Start for important information to know about Report Runner Batch.
- Review Getting Started for quick notes to help you get started with Report Runner Batch.
- Study the Documentation for details on how to use Report Runner Batch and familiarize yourself with all the features and functions available to you.

Learning more

- Check out the Online Videos for a closer look at Report Runner Batch.
- Need to know which Report Runner Batch Edition is best for you? Review the Compare Editions for the differences between the Editions that are available.

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1.1 Welcome to Jeff-Net Report Runner Batch

Welcome to **Jeff-Net Report Runner Batch.** Report Runner Batch is our automated report distribution tool for **Crystal Reports™**. It makes it possible to automatically run multiple reports on a regularly scheduled basis, all without user interaction. These reports can be printed, FTP'd, posted on a server, faxed, SMS'd, emailed, and even posted to Twitter. They can be exported in most any format that Crystal Reports™ supports such as Acrobat PDF.

We have designed Report Runner Batch to (hopefully) be simple to use and intuitive and work the way you would expect it to right “out-of-the-box”. We have done our best to provide you with as much information as possible to ensure you have a successful installation. We've created online training videos that are fun to watch and provide you with the valuable insight you should know from the start, recommended tips, new features, and functions.

If you have any questions, please let us know! We are here to help!

Getting Started - New Users of Report Runner Batch

- Review the Top 5 Things To Know From The Start and Documentation to familiarize yourself with Report Runner Batch.
- Check out the Random Tips for wonderful features and functions of the program.

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- We offer a FREE 45 Day Evaluation License of the fully functioning Enterprise Edition (unlimited batches, unlimited jobs with bursting)

Getting Started - Users upgrading from older versions of Report Runner Batch

- See the Upgrade FAQ for a quick summary of important tips and information you should know before you upgrade from our legacy version of Report Runner Batch (version 11 or prior).
- Even if you are experienced Report Runner Batch user, please review Top 5 Things From The Start and Random Tips to create more confidence with the functions and know the new features.
- Check out the Scheduler topic for a summary on how to easily schedule your batches now with the built-in Scheduler.

1.2 About Jeff-Net Report Runner Batch

We heard from our fans and we listened. We've created this new version of **Jeff-Net Report Runner Batch** based on all the feedback we've received over the past 10 years. It has been designed with the latest Microsoft .Net technology and is fully compatible with newer Windows Operating Systems such as Windows Vista, Windows 7, Windows Server 2003 & 2008 (including Terminal Server/RDP and Citrix). It also has a beautiful user interface with lots of built-in features and functions.

Listed below are some highlights on this new version!

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Highlights About Report Runner Batch

- One of the new features as of version 2011, is the new built-in **Scheduler**. Report Runner Batch still uses the Windows Task Scheduler but all the scheduling can be done within Report Runner Batch (we build the schedules for you and link them to your batches). With our legacy versions of Report Runner Batch, you had to utilize the Windows Task Scheduler outside the program. The **Scheduler** is now available within the application! We have also added an **AUTO-CORRECT** function for scheduled batches for "hiccups" with jobs running. It will try to run your job up to 5 times (with 2 minutes apart). This will keep batches and triggered batches from failing if there is a temporary network outage that breaks the data connection, email, or FTP connection.

- We have also made available as of version 2011 the **Debugging** Log within the application. No more going to Windows Explorer to locate the JNRRBLOG.txt file. It is all at your finger-tips within Report Runner Batch. Simply, go to the **Help** Menu and select **Debugging**.

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- **Batch-Specific INI Settings** for your batches are also now available within the application as of version 2011. It is so easy now to customize your batches with our custom INI settings. With your Batch File open, simply go to the **Home** menu and select **INI Settings**.

1.3 Why Jeff-Net Report Runner Batch?

Features

- **Built-in Scheduler with Auto-Correction** - The **Scheduler** is built in the application. It still uses the Windows Task Scheduler but we build the schedules for you and link them to your batches. Your scheduled batch will also auto-correct for a job that might have had a "hiccup" while running. It will try to run your job up to 5 times (2 minutes apart).

- **Event Triggers and Scheduling** - Dynamic report processing based on data and file triggers.

- **SuperBatch™** - Trigger a batch from a batch with SuperBatch™

- **Report "Bursting"** - Dynamic bursting of reports based on Group Header values (GH1, GH2, GH3, etc).

- **FTP** - Easily upload your report output to a server.

- **Fast Emailing** - Output your email through your company's fast SMTP server(s).

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- **Zip / Compression** - Emailing or FTP'ing a large amount of files? Zip 'em up!

- **Export Multiple Formats** - Export most formats available from Crystal Reports.

- **Beautifully Designed** - Our software is laid out in a way that makes sense. We are meticulous in our design. If you know Crystal Reports, our software will make perfect sense.

- **Easy to Setup and Deploy** - Download, install, and be automating your Crystal Reports templates in minutes.

- **Very Affordable** - Pricing starts at just $199/year for automating one batch of up to 5 reports! We even offer a FREE Report Runner Batch STARTER Edition. Ask us how you can obtain yours today!

- **Command Line Options** - Can easily be called from other application. You can also create on-demand batches using shortcuts on the desktop.

- **Excellent Technical Support** - Report Runner Batch can be installed on a Citrix or Terminal Server so multiple users can access the application. There are some memory considerations with this option, but we do make it available.

- **Try Before You Buy** - Download and receive a FREE, 100 % support, 45 day, fully functioning evaluation license of our software.

- **Green Friendly** - We have a discounted "Green" version that disables all printing. It's just like our Enterprise Edition with $500 off the price!

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1.4 Top 5 Things To Know From The Start

There are 5 Top things we want you to know when working with Report Runner Batch.

Top 5 Things To Know From The Start

1) **For 64-bit Machines** - You will need to install 32-bit drivers required by Crystal Reports. To accomplish this you will need to go to the 32-bit ODBC Administrator located in c:\Windows\syswow64 folder. Then locate the file odbcad32.exe and double-click to launch the 32-bit ODBC Admin. Add the System DSN's there. If you have already tried to install the drivers through the 64-bit ODBC Administrator, these DSN's will need to be removed FIRST before adding the DSN's in the 32-bit ODBC Administrator.

2) **Email Subject** - A new Global Option has been created for naming your Email Subject. Under the **Home** menu, click on **Settings-Global Options** button, under the Mail Settings tab, you now have the 3rd option to "Use Report Description". This will automatically single-thread your emails (won't bundle multiple reports on a single email) and send the emails per job. This is not for everybody, but if you need it, it's a huge time-saver

3) **Multiple ID's and Passwords** - If you have ever used our "Table Configuration Utility" add-on tool in the past versions, this functionality is now built-in (to set multiple ID's/Passwords/DSNs for different data connections) as of version 2011. This is located in Basic Settings tab when you are in the Edit Job (Report) window. Simply, check the option for **Multiple User ID's and Passwords - Advanced Settings** and then that particular tab will display for you to work with those settings. This is useful when your report has multiple data sources and requires different IDs and/or Passwords to run the report. It's also useful for changing a database DSN or file path for a report where the path is different from one machine to the next (different mapped drives).

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4) **AppData directory** - We have worked hard so you can implement a frequent back up of the Jeff-Net\Report Runner Batch\AppData directory and save EVERYTHING that has to do with your batches. If you move to a new machine and you've saved your batches and reports there, that directory is the only directory you need to copy over. Additionally, certain security policies prohibit access to network drives when saving and scheduling your batches. It is easier to do all this within this "My Batches" subfolder in the \AppData directory we have created for you. (C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches). Storing them on the network only adds to security complexity. Due to these securities, network drives are sometimes not available to the Scheduler.

5) **INI Settings** - Within Report Runner Batch, and when you select the INI Settings button, make sure the **Group Header** in RED is inserted **FIRST** before actual INI Settings.

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1.5 Getting Started

We hope this section will provide useful information on **Getting Started** with **Report Runner Batch**. Please allow us to help you with anything you might need and/or have any questions. We strive for a fast and friendly response to all your questions and issues.

Tasks Covered In This Section

Getting Started

- Quick Installation Notes
- System & Report Requirements

More Information

See Also:

Top 5 Things From The Start

1.5.1 Quick Installation Notes

This section will provide a few quick installation notes for when you install **Report Runner Batch**.

New Users to Report Runner Batch

- If you are downloading and installing Report Runner Batch from our Download Center for the first time, we provide an immediate 3 Day Temporary License to get you started.

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- Do you need a longer time to evaluate the product? No problem. We can extend the license and supply you with a 45 Day Evaluation License FREE! Simply email us at customerservice@jeff-net.com to request your FREE 45 Day Evaluation License. We even support our products 100% during evaluation periods, so if you have any questions please let us know. User forums, News, Knowledgebase Articles, Online Videos can be found at our Fan Support page.

Current Users to Report Runner Batch

- Our Download Center keeps you updated with the latest version. You can register to receive our Jeff-Net News on our Fan Support page to receive our latest Release Notes.

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Basic Report Runner Permission Requirements

A Report Runner User needs read/write access for primarily two things:

1) All settings for Report Runner are stored in the Jeff-Net folder in the "Public" Documents and Settings folder (by default). The user needs full read/write/delete there.
2) Any other read/write settings are simply based on where the user is trying to read data from and write output to. You would need to speak with Kim to determine where she is outputting report to. She will need write/delete to those areas.

As for the Windows Scheduler, if the user uses an ID/password combination, the scheduler generally has access to whatever it needs. In contrast, if they use the basic "System Account", it ONLY has access to local resources. For example, it would not be able to read a report file on a network drive or output a report to a network location.

For more information on ID/Password and the Windows Scheduler click here for this Jeff-Net Knowledgebase Article on this topic.

Operating Systems: Windows XP Pro SP2 or higher, Windows Vista, Windows 7

- It is recommended to install Report Runner Batch and RUN AS Administrator.
- **For 64-bit Machines** - You will need to install 32-bit drivers required by Crystal Reports. To accomplish this you will need to go to the 32-bit ODBC Administrator located in **c:\Windows\syswow64** folder. Then locate the file

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odbcad32.exe and double-click to launch the 32-bit ODBC Admin. Add the System DSN's there. If you have already tried to install the drivers through the 64-bit ODBC Administrator, these DSN's will need to be removed FIRST before adding the DSN's in the 32-bit ODBC Administrator.

Operating Systems: Windows Server 2003 & 2008 (Citrix & Terminal Server/Remote Desktop Services)

- It is recommended to install and run Report Runner Batch using an ADMIN ID and ADD/REMOVE Programs (or equivalent).
- **For 64-bit Servers** - You will need to install 32-bit drivers required by Crystal Reports. To accomplish this you will need to go to the 32-bit ODBC Administrator located in **c:\Windows\syswow64** folder. Then locate the file odbcad32.exe and double-click to launch the 32-bit ODBC Administrator. Add the System DSN's there. If you have already tried to install the drivers through the 64-bit ODBC Administrator, these DSN's will need to be removed FIRST before adding the DSN's in the 32-bit ODBC Administrator.

More Information

See Also:

Top 5 Things From The Start
System & Report Requirements
Online Training Videos

1.5.2 System & Report Requirements

Report Runner Batch has been designed with the latest Microsoft .Net technology and is fully compatible with the newer Windows Operating Systems. It also utilizes the latest **Crystal Reports** Runtime engine. We have listed requirements below that are recommended for optimum performance of Report Runner Batch.

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System Requirements

Jeff-Net Report Runner Batch runs best on...

- Microsoft Windows® XP Pro SP2 and higher
- Microsoft Windows® Vista
- Microsoft Windows® 7
- Microsoft Windows® Server 2003
- Microsoft Windows® Server 2008

Report Requirements

Jeff-Net Report Runner Batch includes all necessary runtime files needed to run your Crystal Reports.

It supports reports that were created in...

- Crystal Reports™ 9
- Crystal Reports™10
- Crystal Reports™XI
- Crystal Reports™2008
- Crystal Reports™2011

For Crystal Reports 8.5 Users

If you are still working with reports created in Crystal Reports™ 8.5 please contact Jeff-Net Support for the Report Runner Batch solution for the 8.5 version. You are welcome to try to run your version 8.5 reports with this version, but if you have any problems, we have an 8.5 specific version for you to run. It's all included in your licensing.

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1.6 Getting Help

We offer a number of different resources to get the help you need. If you can't find what you are looking for please do not hesitate to let us know. We are here to help!

Getting Help

- **Display Help**
  - The quickest way to display help within Report Runner Batch is press **F1** on your keyboard. This will display the help system.
  - You can also access the PDF version of this documentation from the **Help** menu located at the top toolbar of Report Runner Batch.

- **Contacting Jeff-Net Fan Support**
  - Our Fan Support page is located at: http://www.jeff-net.com/support/

- **Tutorials**
  - **Online Videos** for the "how to's" in Report Runner Batch.

- **Getting A Printed User Manual**
  - Within Report Runner Batch, you can press the **Documentation** button in the **Help** menu, a formatted PDF version of the User Manual Documentation designed for printing.
  - You can also download a formatted PDF version of the User Manual

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Documentation designed for printing from our download page at: http://www.jeff-net.com/ReportRunnerBatch.pdf

- **Note: You must have Adobe Reader installed on your machine in order to view the formatted PDF version.**

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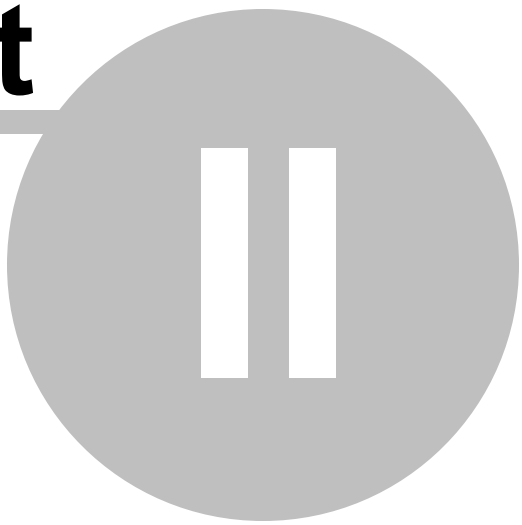
Part



2 Documentation

This **Documentation** is meant to cover all features and functions of **Report Runner Batch**. We will continue to add and modify this documentation so if you can't find what you are looking for, please let us know.

Tasks Covered In This Section

Documentation

- Home
- Tools
- Help
- About Jeff-Net

Jeff-Net Fan Support

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Support: support@jeff-net.com

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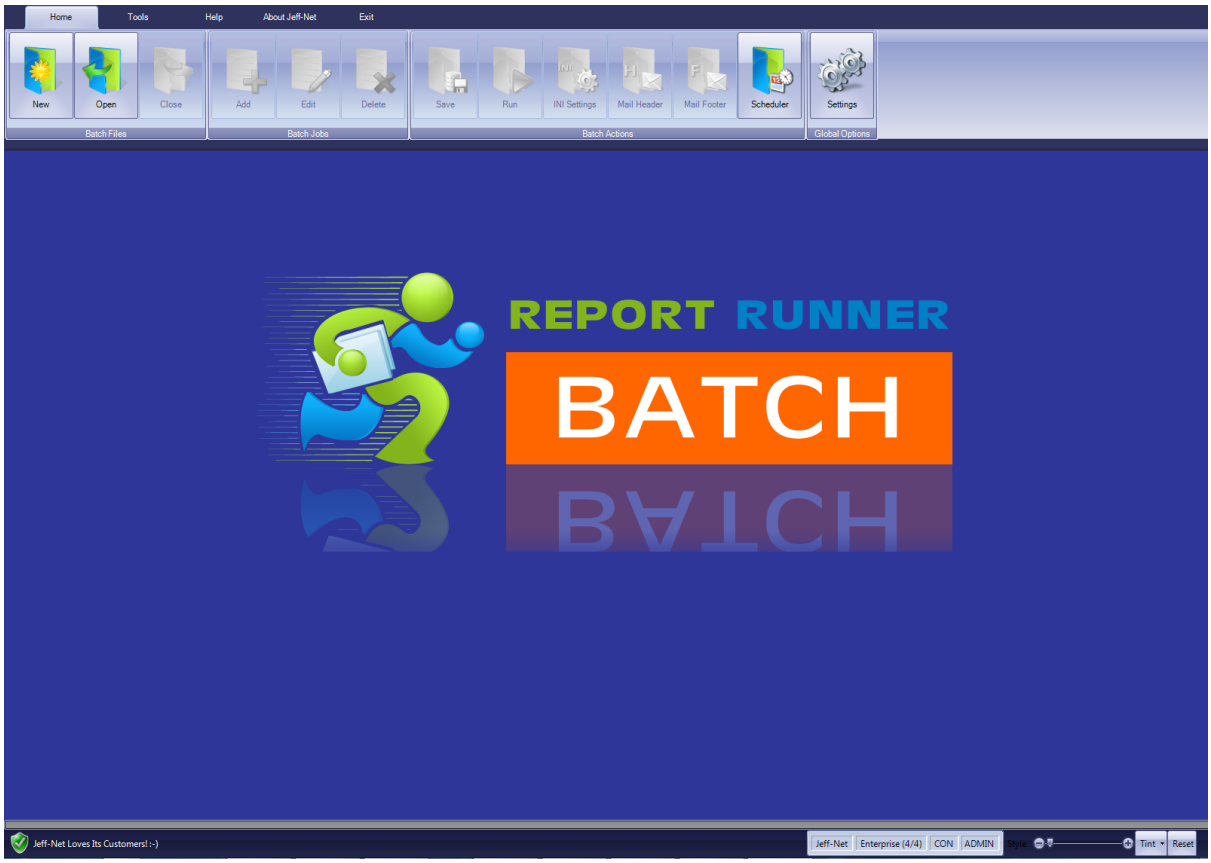
2.1 Home

The **Home** menu covers all aspects of your Batch File and Batch Job within **Report Runner Batch**.



Tasks Covered In This Section

Home

- Batch Files
- Batch Jobs
- Batch Actions
- Settings - Global Options

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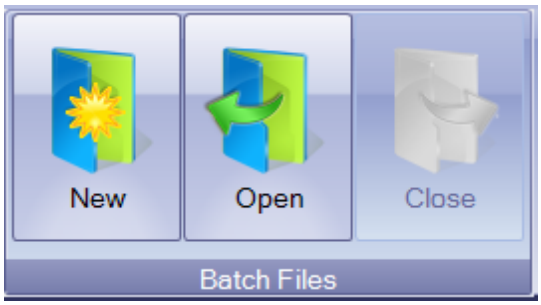
2.1.1 Batch Files

A **Batch File** is a XML File (Extensible Markup Language) that uses a set of rules for encoding in machine-readable form. We will cover information on how to create a new batch file, open your batch file and close your batch file in **Report Runner Batch**.

Note: you do not need to know XML to work with Report Runner Batch.



Tasks Covered In This Section

Batch Files

- New Batch
- Open Batch
- Close Batch

More Information

See Also:

- Batch Jobs

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- Batch Actions

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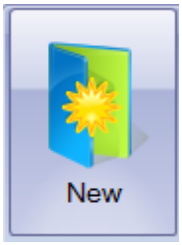
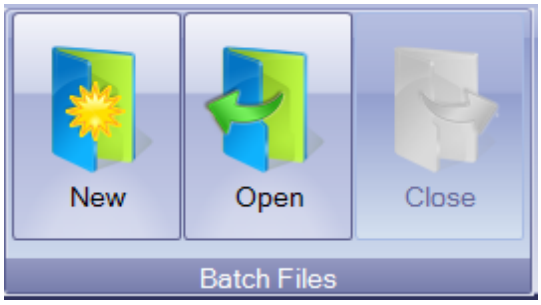
2.1.1.1 New

In these basic steps below we show you how to create a NEW Batch File in **Report Runner Batch**. We also cover the different options within the **Add Job** window.



New Batch File

1) On the **Home** menu, click **New**.



2) **What type of Batch would you like create?** message window appears to allow you to select one of the several options for creating a Batch File.

- "**Normal**" batch and a single job/report to the new batch.
- "**GH1 Bursting**" batch using a single job/report (burst report on GH1 value).
- "**Parameter Bursting**" using a single job/report (burst report by setting multiple parameter values for one parameter)

In these steps below we will select the "Normal Batch" option. **Click Next>>**

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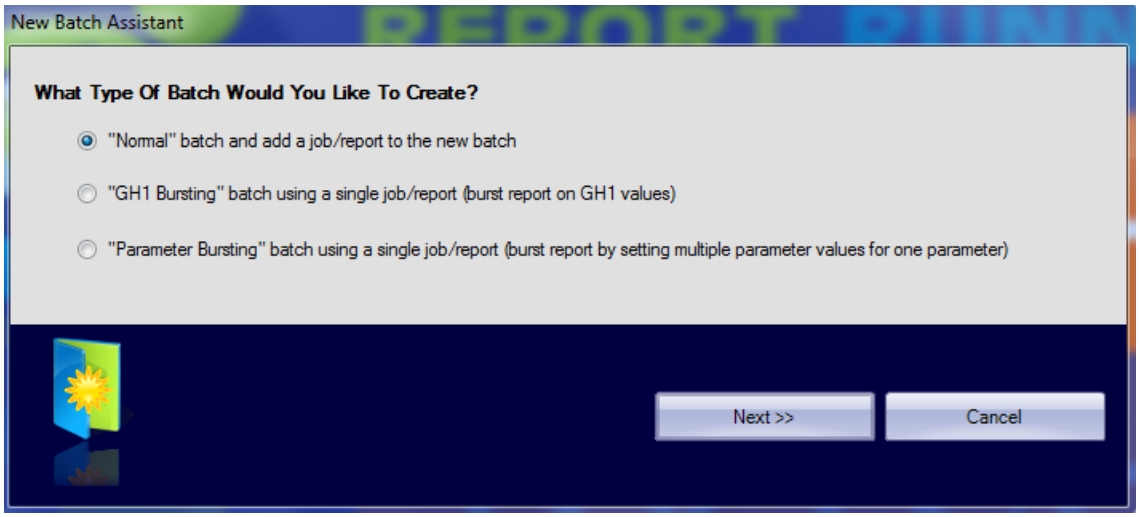
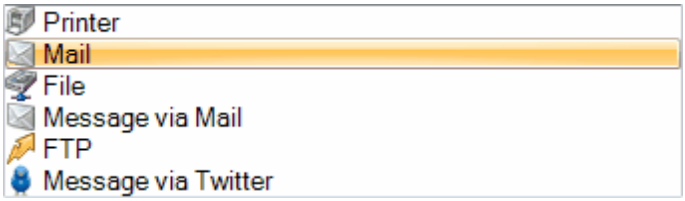

New Batch Assistant
What Type Of Batch Would You Like To Create?
"Normal" batch and add a job/report to the new batch
"GH1 Bursting" batch using a single job/report (burst report on GH1 values)
"Parameter Bursting" batch using a single job/report (burst report by setting multiple parameter values for one parameter)
Next >>
Cancel

3) **Select a Crystal Reports™ Template**. Report Runner Batch defaults to select a report (.rpt file) from the file folder location called "My Reports" in the AppData file folder directory of Report Runner Batch. If you report is saved in another location, you can select it from your preferred file folder.

Tip: We recommend saving and organizing your Crystal Reports™ Templates (.rpt files) in this "My Reports" file folder. We even created folders based on how you would schedule your batch/job.

4) The **Add Job (Report)** window is now open for you to choose the options from the **Basic Settings** available.
5) Verify that the **Report File Name** shows the location of your report.
6) The **Destination Type** has a drop-down menu to choose from several destination types to include **Printer**, **Mail**, **File**, **Message via Mail**, **FTP**, and **Message via Twitter**. The default is set to **File**.



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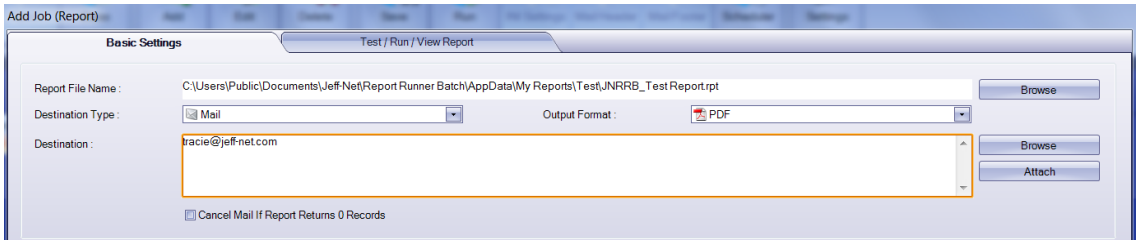
7) Next you will want to select from the drop-down menu of the **Output Format**. Lots of output options to choose from that include formats such as PDF, Crystal Reports with Saved Data, Excel, Word, Text, etc.
8) The information in the **Destination** box will determine what you Output Format you select.

*Example: If you select the **Destination Type** to be **Mail** then the **Destination** would be the Email address for the person you want to send this particular job (report).*



9) Right under the Destination you have an option to check to **Cancel Mail If Report Returns 0 Records**. With this option checked it will not Email your report if 0 (zero) records are found.
10) The next portion of the Basic Settings for your Batch File is the **Login Information**. Depending upon your report settings and if it requires an ID and password, this is where you enter this information if needed.
11) The option **Multiple User IDs and Passwords - Advanced Settings** can be checked if you have multiple user IDs and passwords that are required within the report or for different databases that are used for that report. When this option is checked a new tab called Advanced Data Connection Settings (Optional) is now available within the Add Job (Report) window.

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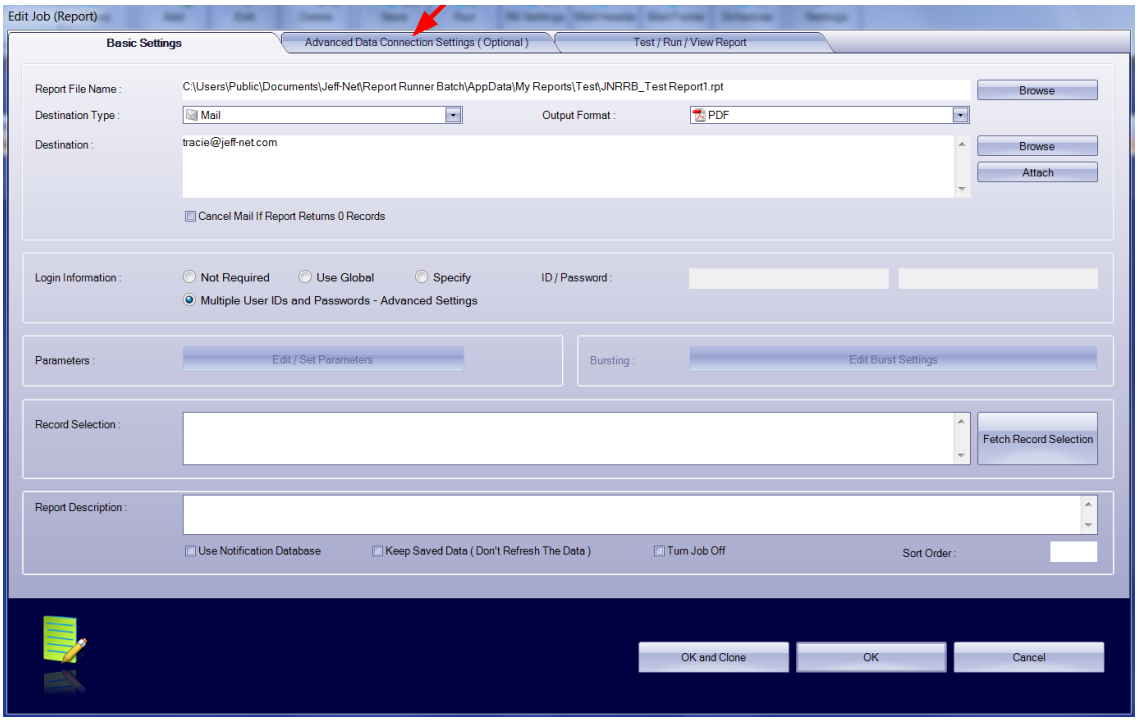

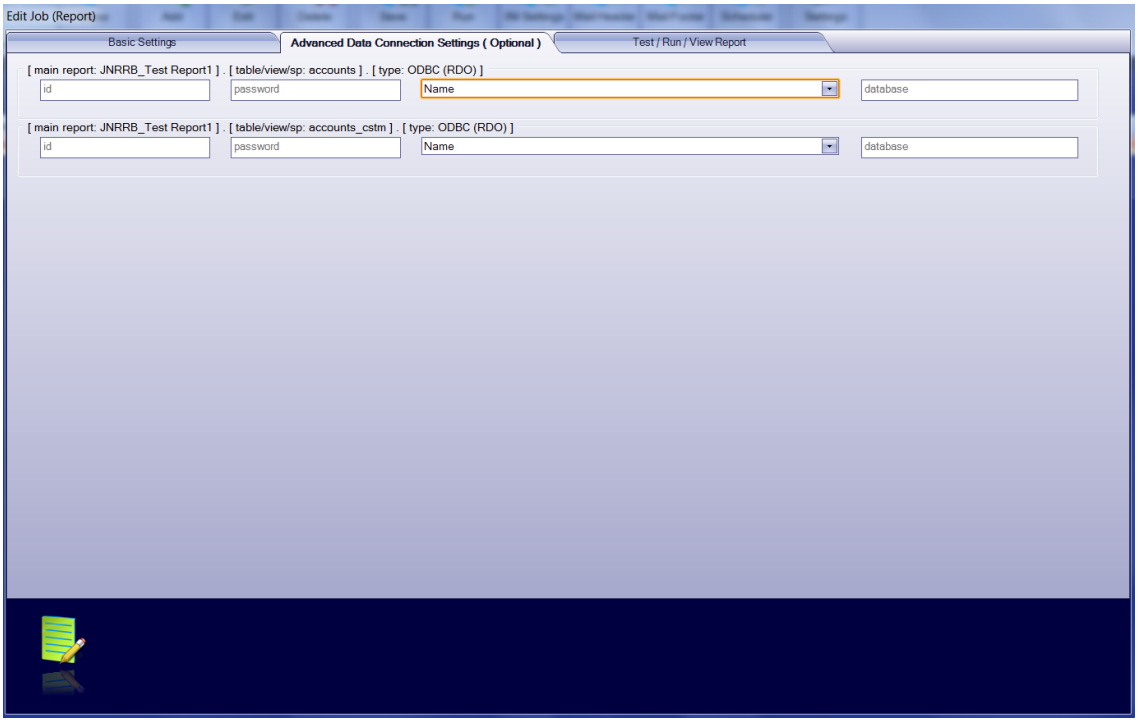
Edit Job (Report)
Basic Settings
Advanced Data Connection Settings (Optional)
Test / Run / View Report
[main report: JNRRB_Test Report1] . [table/view/sp: accounts] . [type: ODBC (RDO)]
id
password
Name
database
[main report: JNRRB_Test Report1] . [table/view/sp: accounts_cstm] . [type: ODBC (RDO)]
id
password
Name
database

12) Next we want to review the **Parameters** section and if you have parameters set for this particular report this option will be active for you to edit and set.

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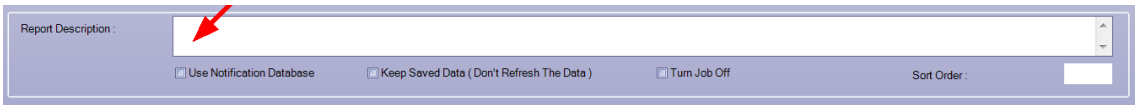
13) **Record Selection** is designed to easily display and modify the record selection on-the-fly when you select the **Fetch Record Selection** button.

14) The last portion to review in Basic Settings is the **Report Description**. You can indicate a description of the report(s) for your Batch File in this section. This also works in conjunction with the **Batch-Specific INI Settings** or **Settings-Global Options**.



*Example 1 : Your **Report Description** might indicate "Monthly Sales" for a particular job (report). You could then set a Batch-Specific INI Setting that would set this Report Description as your Email Subject when sending via Email.*

*Example 2: Your **Report Description** could also be set as a Setting in Global Options. There is a button that you can check in the Mail Settings Tab that says Use Report Description (Note: This Will Disable Email Bundling).*

15) The **Use Notification Database** option is a great feature if you want to be notified the report was sent or if the job failed for any reason.

16) You can also check if you want to **Keep Saved Data (Don't Refresh The Data)** for your job (report).

17) If you have multiple jobs (reports) within your Batch File and want to turn a particular report (job) off temporarily but would like to keep it part of your batch for the future the **Turn Job Off** is a great option.

18) The **Sort Order** feature allows for you to set the order numerically on which job (report) is processed first, second, third and so on.

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19) After reviewing and selecting all these wonderful options in Basic Settings you can click on **OK and Clone** or **OK** to start the process of saving your Batch File.

2.1.1.2 Open

In these basic steps below, we will guide you on how to open your Batch File in **Report Runner Batch**.

Open Your Batch File

1) Open Report Runner Batch.

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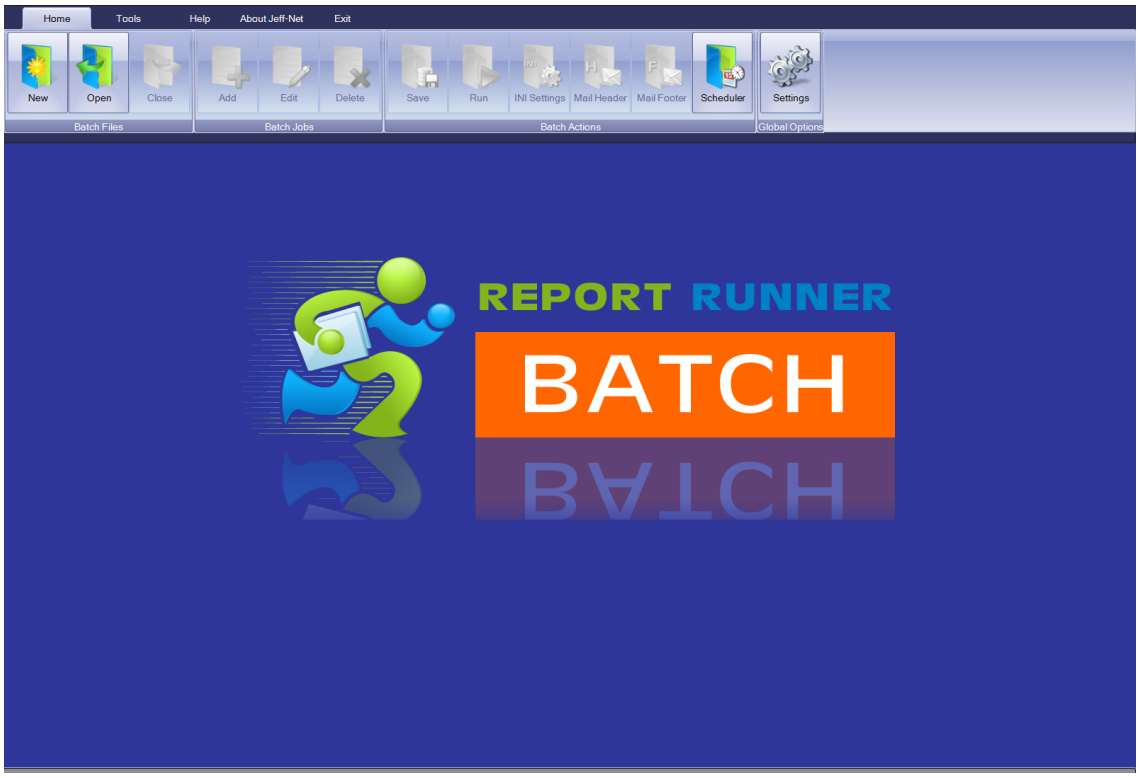
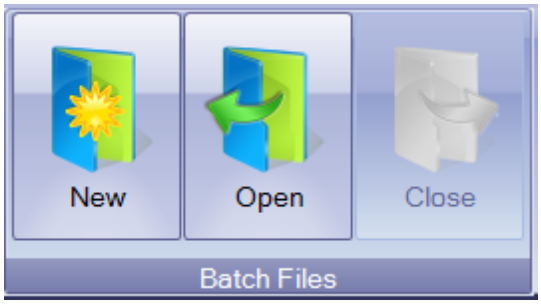


2) From the **Home** menu, click on **Open**.



3) The **Select Report Runner Batch File** window will open for you to locate your Batch File.

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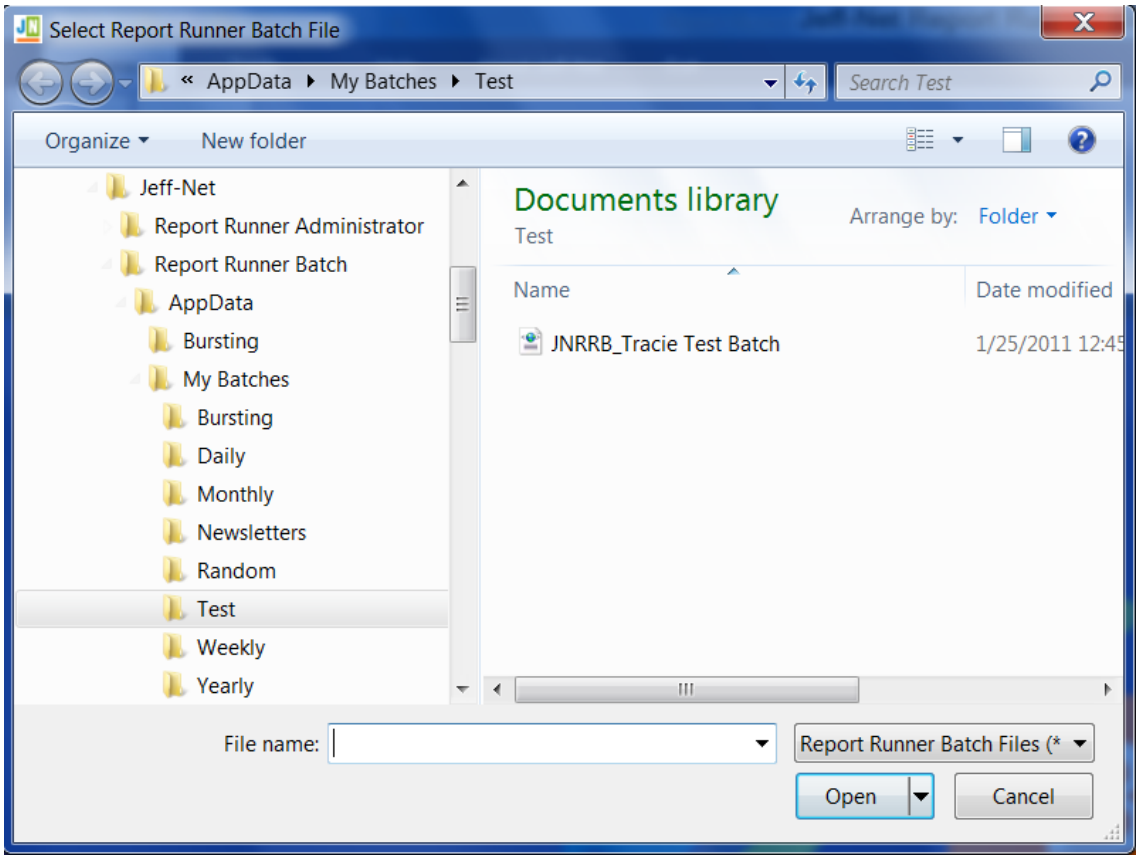

3) Highlight your Batch File by selecting the **Batch File** and then click on **Open** (or you can double click with your mouse).

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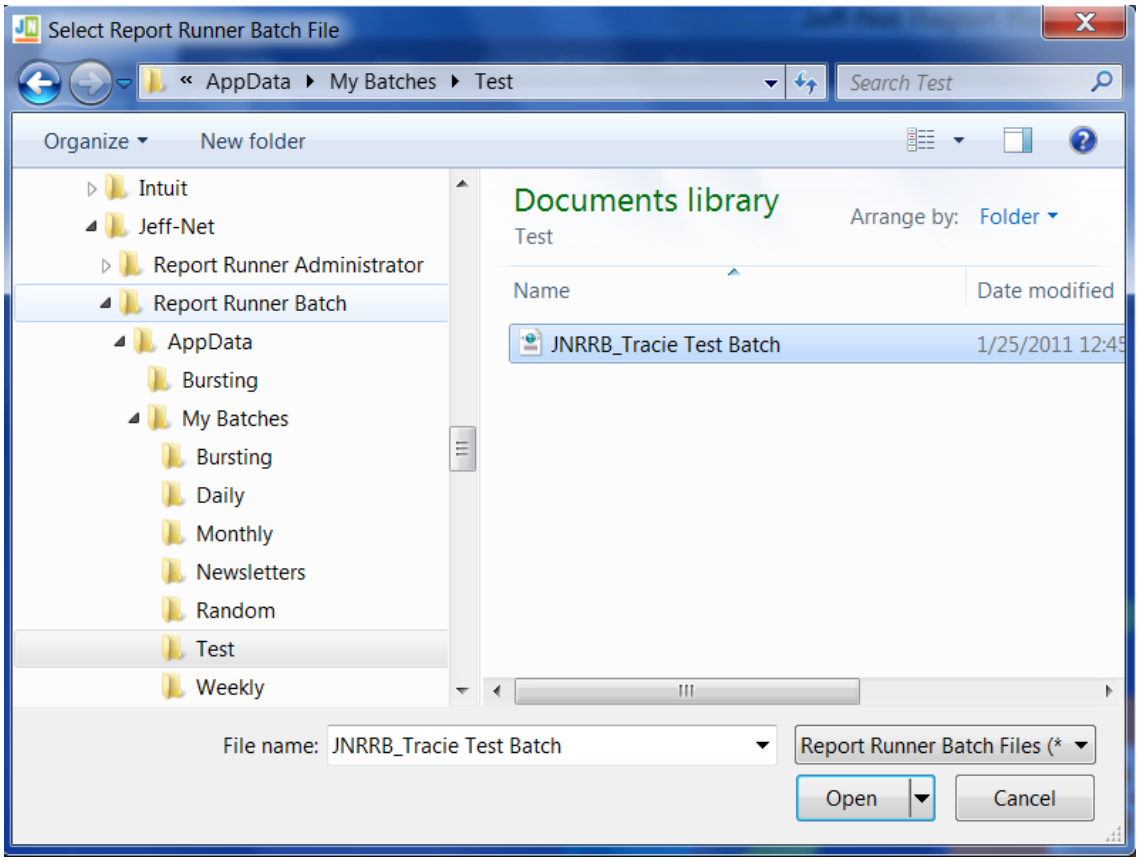

4) You should now see your **Batch File** in **Report Runner Batch** and now ready to work with your Batch File.

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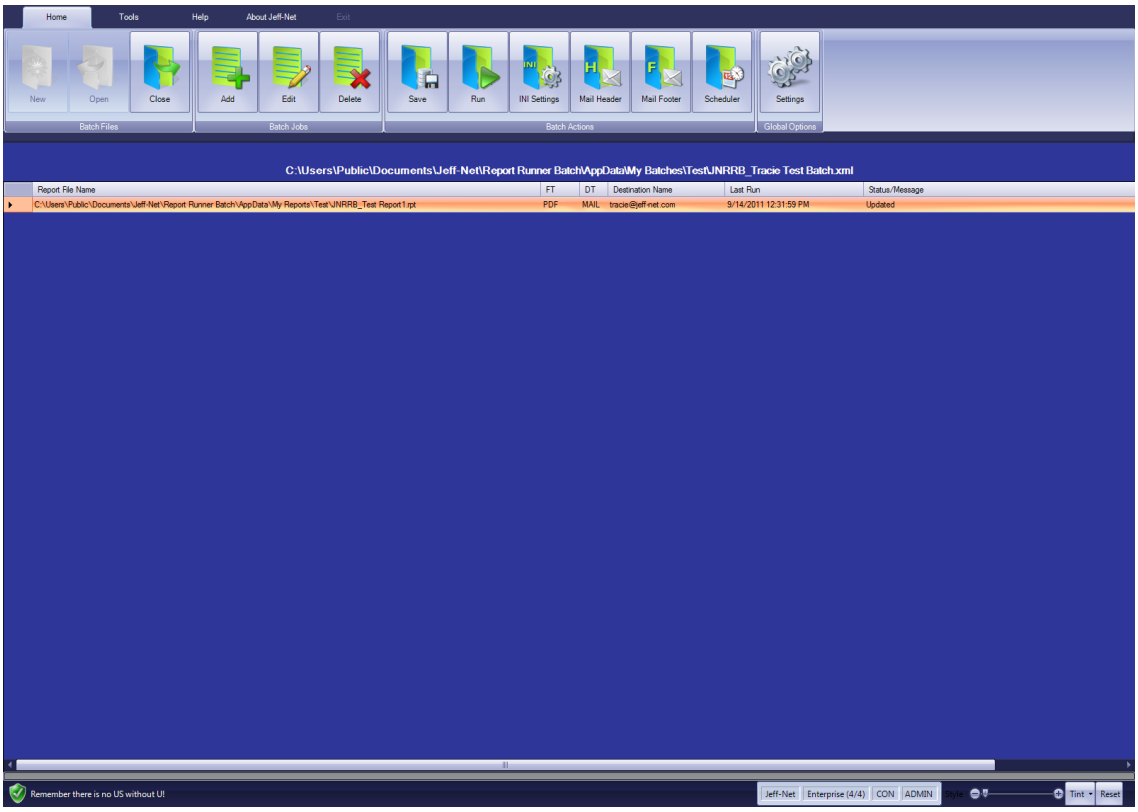
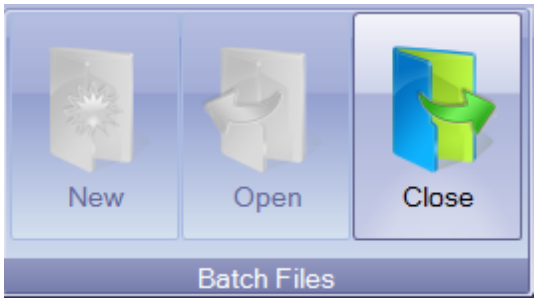


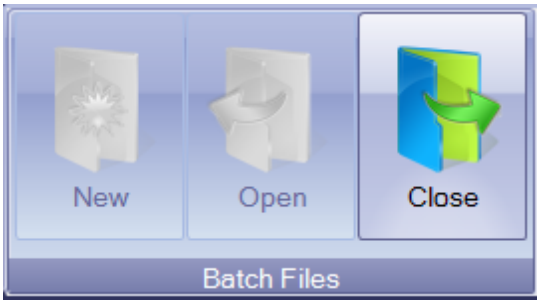
2.1.1.3 Close

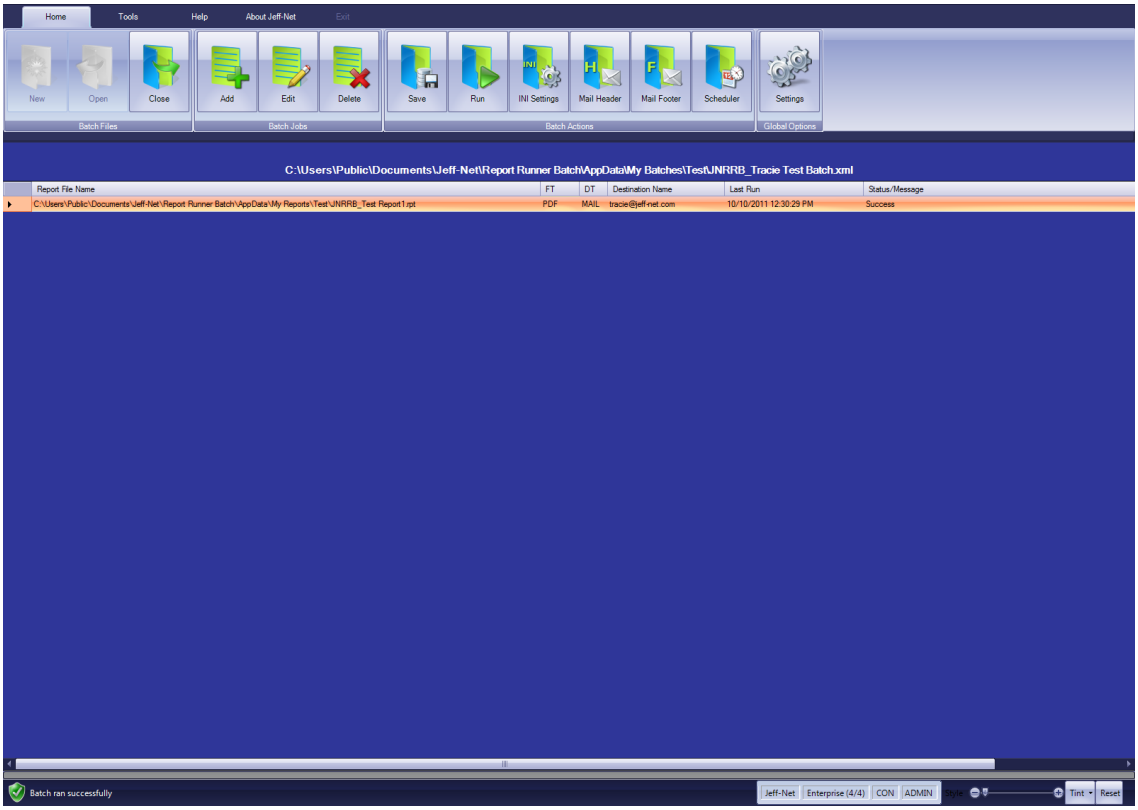
Below are the steps to close your Batch File in **Report Runner Batch**.



Close Your Batch File

1) In the **Home** menu (in the Batch Files category), click on **Close**. It's that simple.





2) You are now ready to create a new Batch File and/or open another Batch File.

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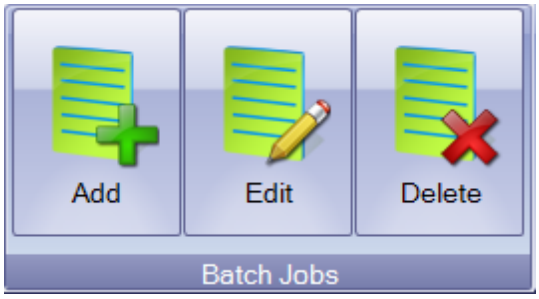
2.1.2 Batch Jobs

A **Batch Job** is a **Crystal Reports™** Template (Your Report) that you want to schedule in **Report Runner Batch**. You can have just one Batch Job per Batch File or multiple Batch Jobs in your Batch File depending upon the Report Runner Batch Edition.



Tasks Covered In This Section

Batch Jobs

- Add
- Edit
- Delete

More Information

See Also:

- Batch Files
- Batch Actions
- Compare Editions

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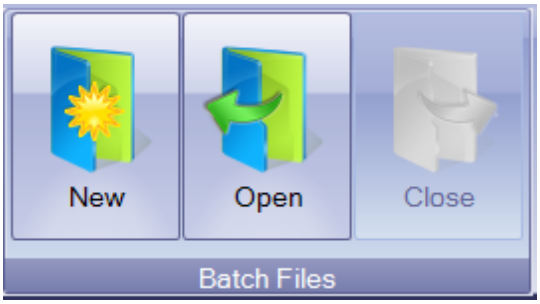
2.1.2.1 Add

This in section we will cover the different ways to add your **Batch Job** to a **Batch File** in **Report Runner Batch**.

Add A Batch Job

Add A Batch Job (when creating a Batch File)

1) In the **Home** menu, **Batch Files**, click on **New.**



2) The **New Batch Assistant - What type of Batch would you like create?** message window appears to allow you to select one of the several options for creating a Batch File.

- "**Normal**" batch and a single job/report to the new batch.
- "**GH1 Bursting**" batch using a single job/report (burst report on GH1 value).
- "**Parameter Bursting**" using a single job/report (burst report by setting multiple parameter values for one parameter)

In these steps below we will select the "Normal Batch" option. Click on **Next>>**.

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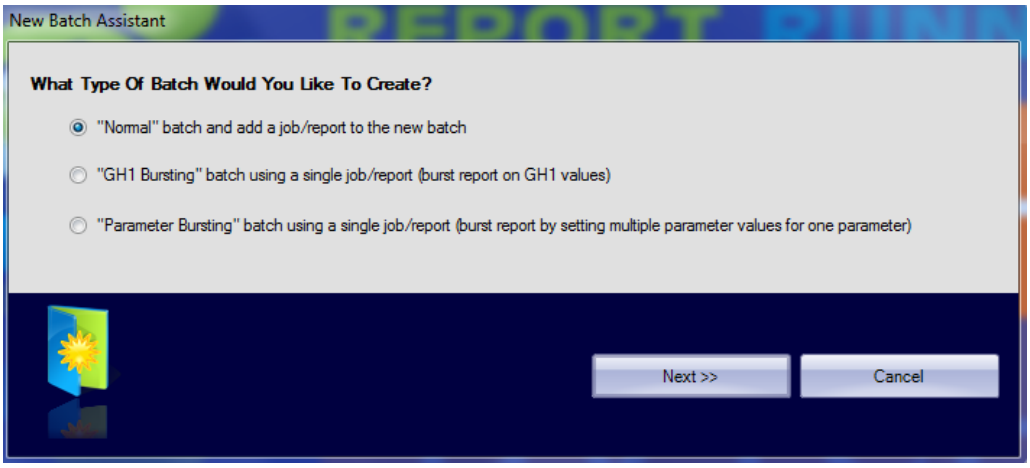
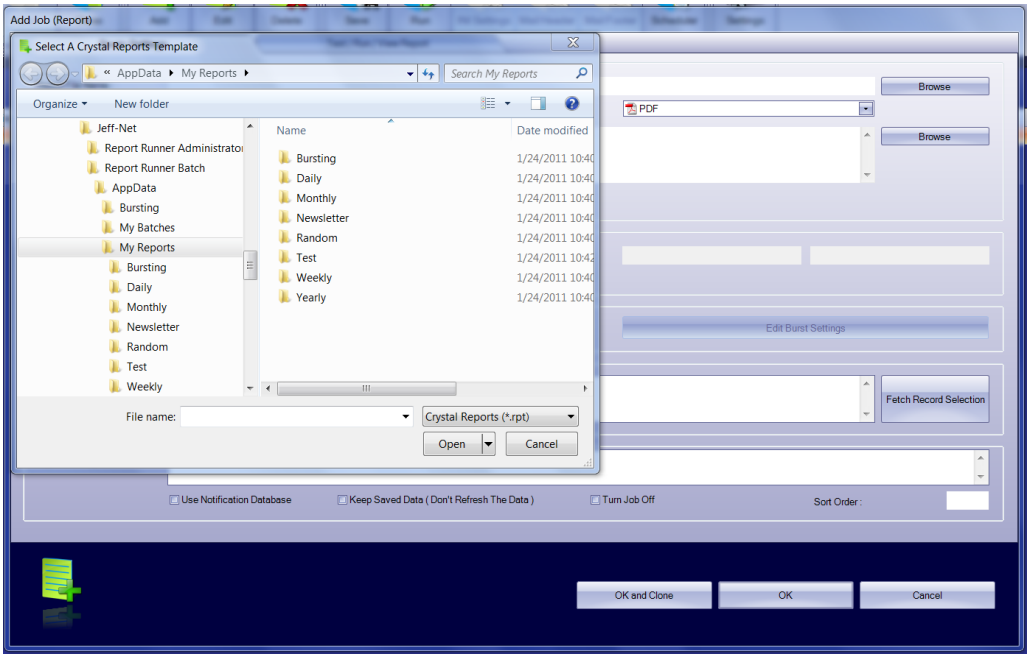

New Batch Assistant
What Type Of Batch Would You Like To Create?
"Normal" batch and add a job/report to the new batch
"GH1 Bursting" batch using a single job/report (burst report on GH1 values)
"Parameter Bursting" batch using a single job/report (burst report by setting multiple parameter values for one parameter)
Next >>
Cancel

3) The **Select a Crystal Reports Template** window appears for you to locate your job (report). Select your report and then click on **Open**.



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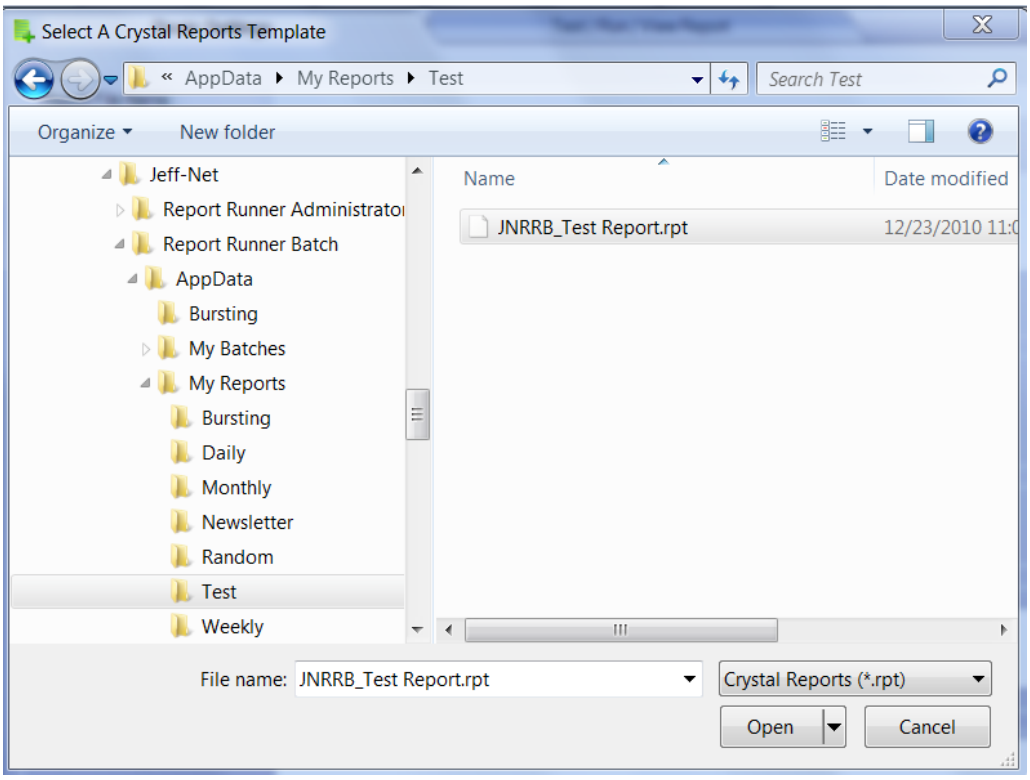

4) You will now be in the **Add Job (Report)** window to customize your **Basic Settings** or if you have multiple User IDs and Passwords for this particular job (report), you can select the option **Multiple User IDs and Passwords - Advanced Settings**.

Basic Settings Tab:

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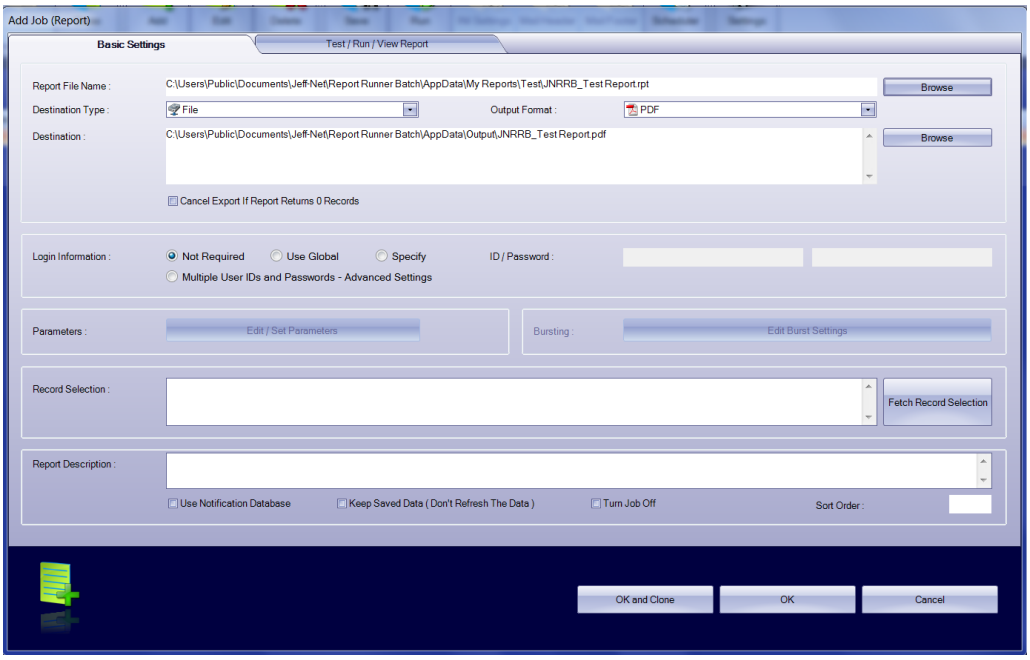
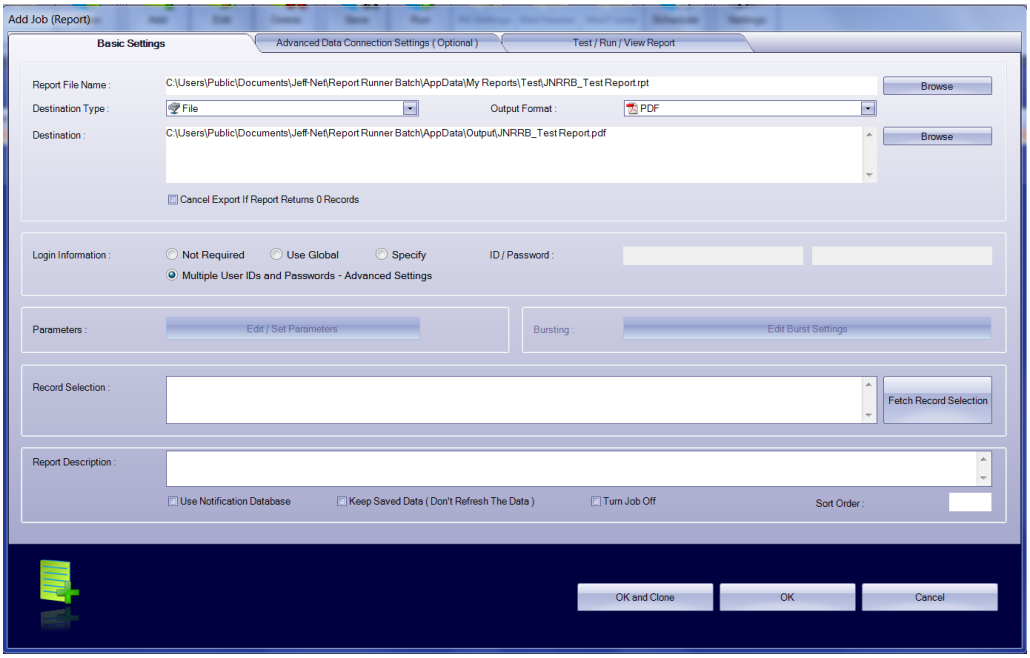


Multiple User IDs and Passwords - Advanced Settings Tab:



Tip: We have added a new feature as of 2011 in the Add Job (Report) window of Report Runner Batch with the tab called Test / Run / View Report. This gives you the ability to see the job (report) before you schedule it.

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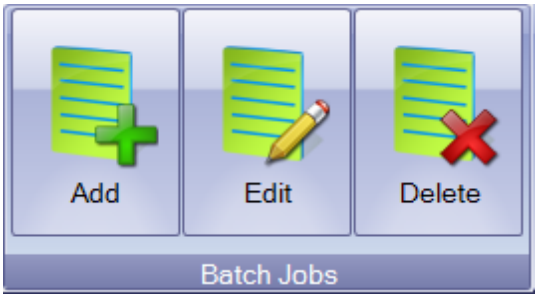
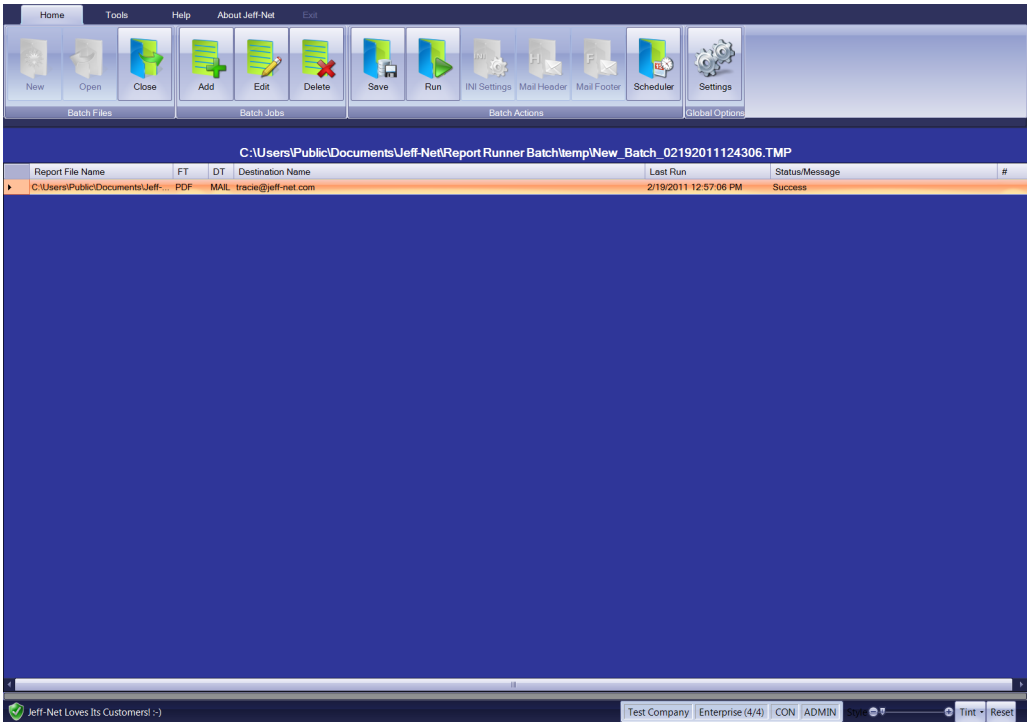
Add A Batch Job (with your Batch File open)

1) To add another Batch Job to your Batch file (Batch File is open within Report Runner Batch), simply select the **Home** menu, click on **Add** (In Batch Jobs Category).





2) The **Add Job (Report)** window appears with an additional window to **Select A Crystal Reports Template**.

3) Locate the Crystal Reports Template (report) and click on **Open** (or

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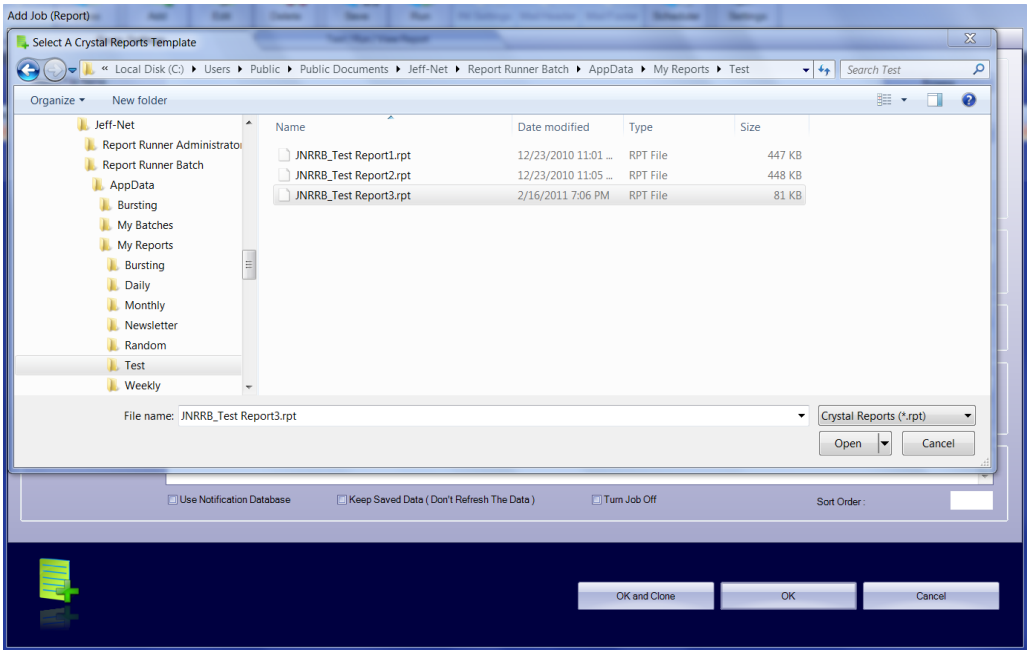
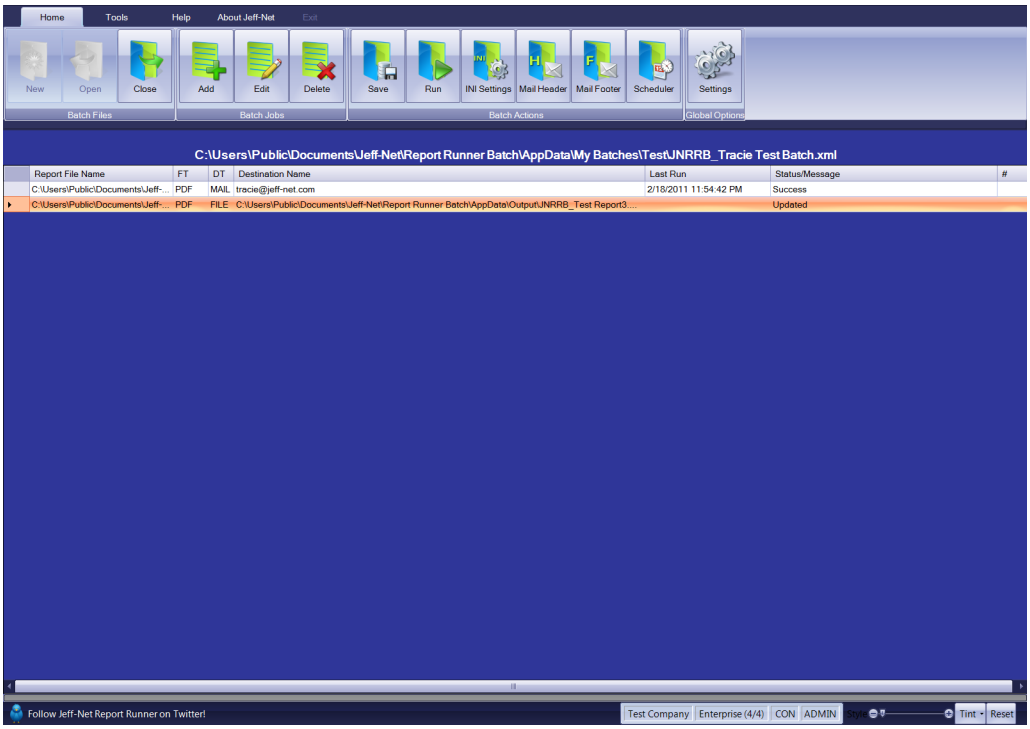
double-click on the report).



4) You are now ready to work with your Batch File.



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More Information

As of version 2011.82 we have added an option when you select the **Printer** as your **Destination Type** in the Add/Edit Job Screen that you can now force printing to "portrait" or to "landscape". This option might be needed for you to utilize in Report Runner Batch if you have a challenge with a particular report that is not printing exact within the properties of the Crystal Reports template. See below for the steps as an example.

1) Assuming you have **Report Runner Batch** and you have created your Single Batch File.
2) In the **Add Job (Report)** screen, select your report.
3) Select the **Destination Type** as **Printer.**
4) Select the **Browse** button next to the **Destination** box.
5) You should see display the list of printers available for you to select (left-click with your mouse) and then you can either choose the following options on how to print your report either **Use Report Defaults**, **Force to Portrait** or **Force to Landscape**.

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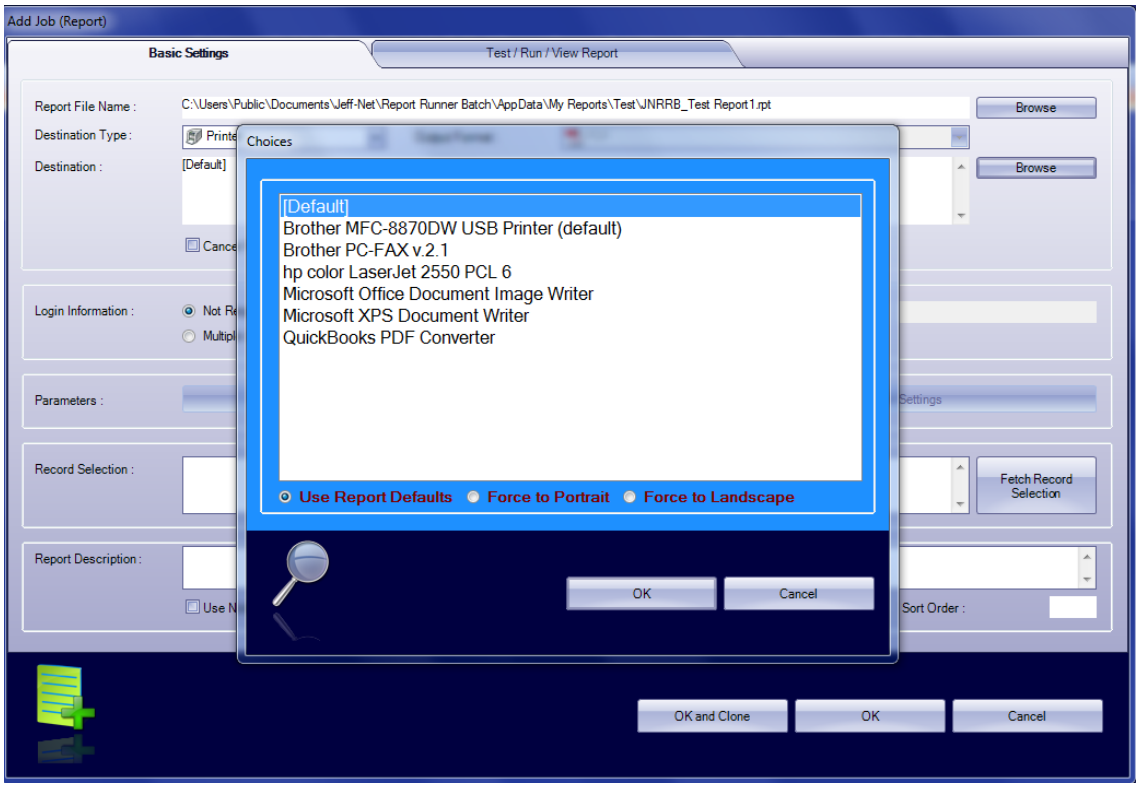

6) Simply select (left-click with your mouse) the option you want to print. It defaults to **Use Report Defaults.**

7) Select the **OK** button when you are done.

See Also:

- INI Settings for Printer Settings. The INI Setting *will* over ride the Job setting.

Special Note: *ALL* Batch INI settings always override any Job/Report settings when conflicting settings are found.

2.1.2.2 Edit

This cover basic steps on how to **Edit Your Batch Job** in **Report Runner Batch**.

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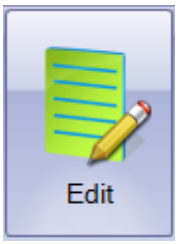
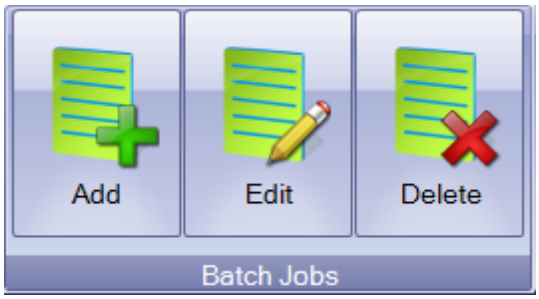
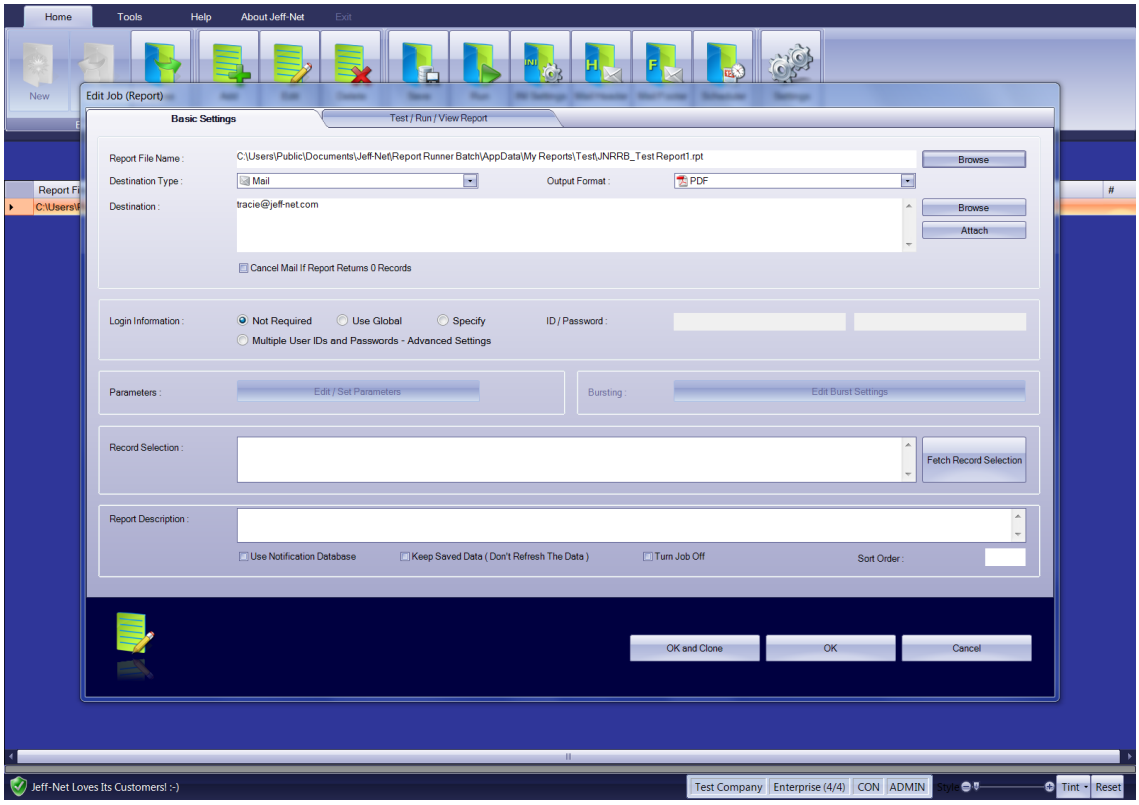


Edit Your Batch Job

1) With your **Batch File** open, select (highlight) the **Batch Job** in your Batch File. Then under the **Home** menu, click on **Edit** (In the **Batch Jobs** Category).





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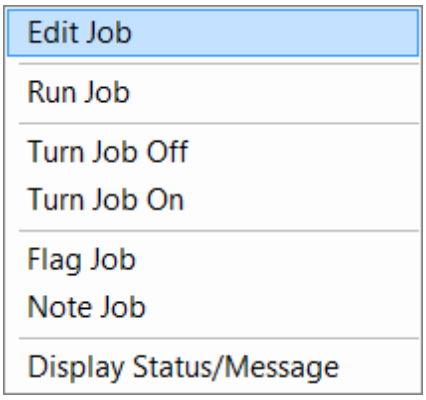
TIP: You can right-click on the Batch File and select Edit Job from drop down menu.



2) After you have edited your **Batch Job**, simply click on **OK and Clone** (to duplicate a similar job), **OK** (if you want to save your changes to that job), or **Cancel** (if you do not wish to save any changes).

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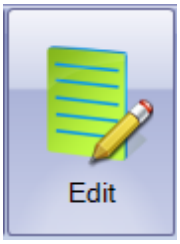
More Information

Edit Default Email List

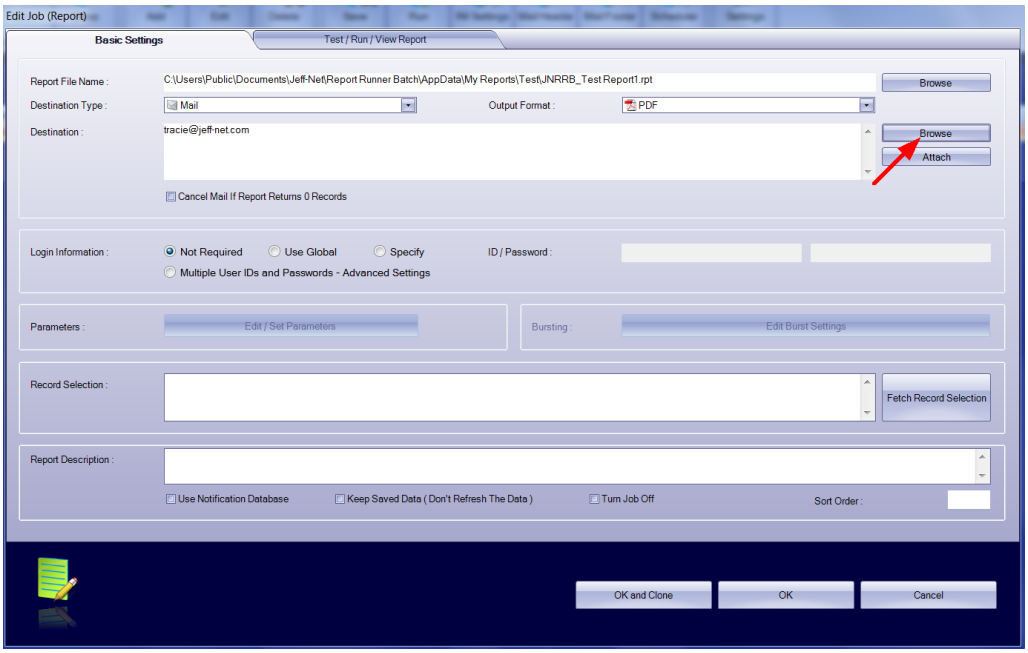
We have added an option to be able to edit the default email list within the Edit Job Window within your Batch File.

1) Open your **Batch File**.

2) Select the **Edit** Job button on the **Batch Job** you want to edit.



3) In the Edit Job window, if you "**right**-click" (with your mouse) on the Browse button (see red arrow pointing to the Browse button in the image example below).



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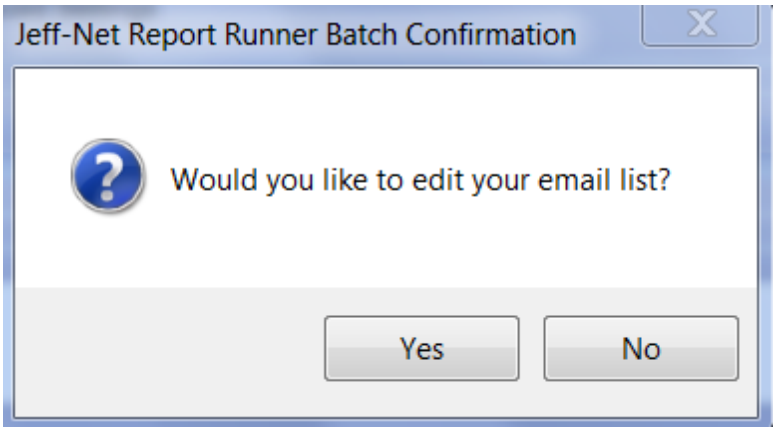
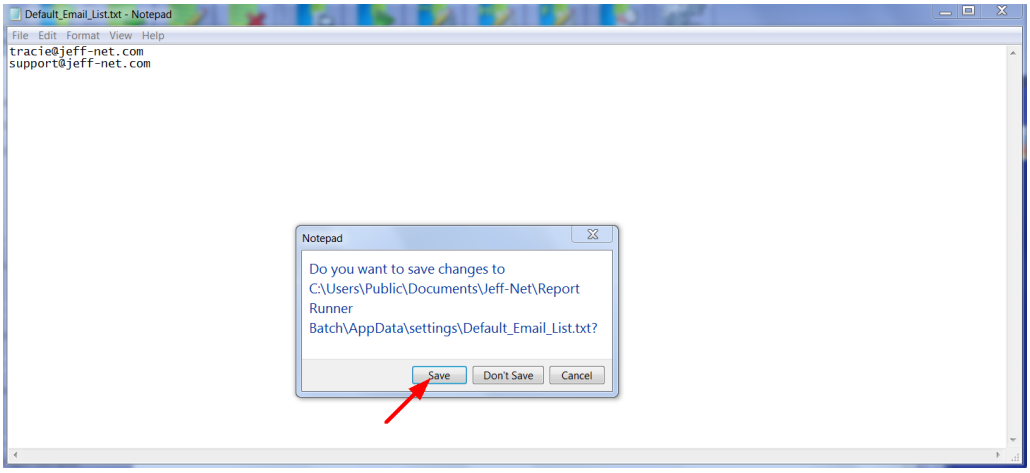
4) A message will ask if you would like to edit your email list.



5) Select YES to edit your email list. If you want to cancel this task, simply select NO.

6) A text file will be available after selecting YES and you can ADD and/or EDIT your email addresses for this **Batch Job**.

7) You can SAVE your email list when completed.



Note: This is strictly to edit the default email list to select from when you "left-click" the Browse button to insert an email address.

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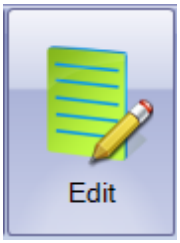
Select From Email List

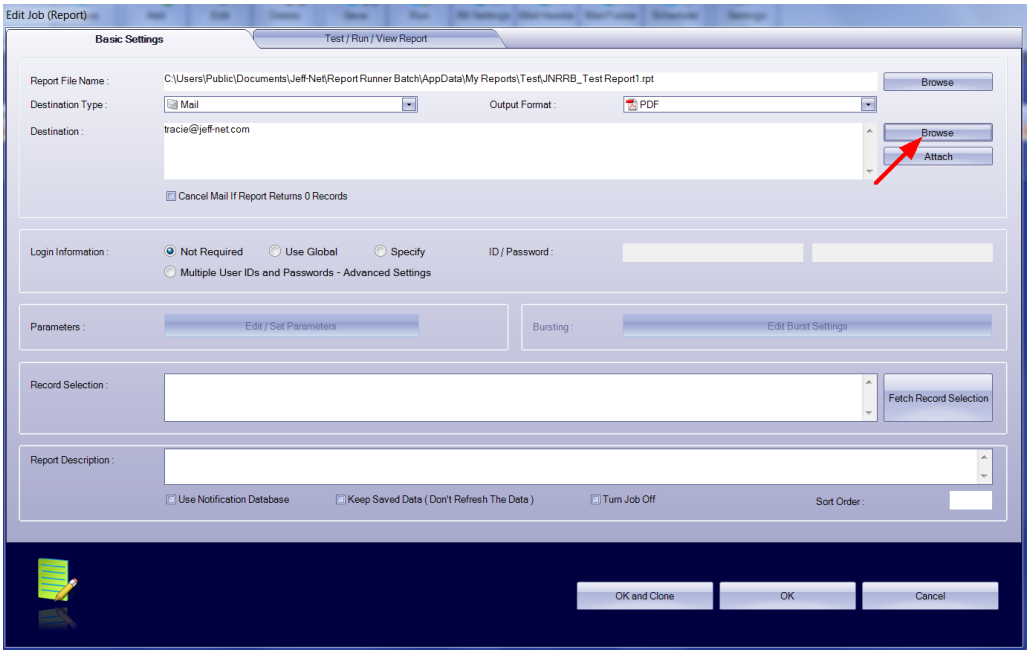
We have added and option to select from an email list when you are sending via Mail. We have provided steps below for an example.

1) Open your **Batch File**.

2) Select the Edit Job button on the Batch Job you want to edit.



3) In the Edit Job window, if you "**left**-click" (with your mouse) on the Browse button (see red arrow pointing to the Browse button in the image example below).



4) An email list of choices will be available for you to select the email address you want in your Destination field.

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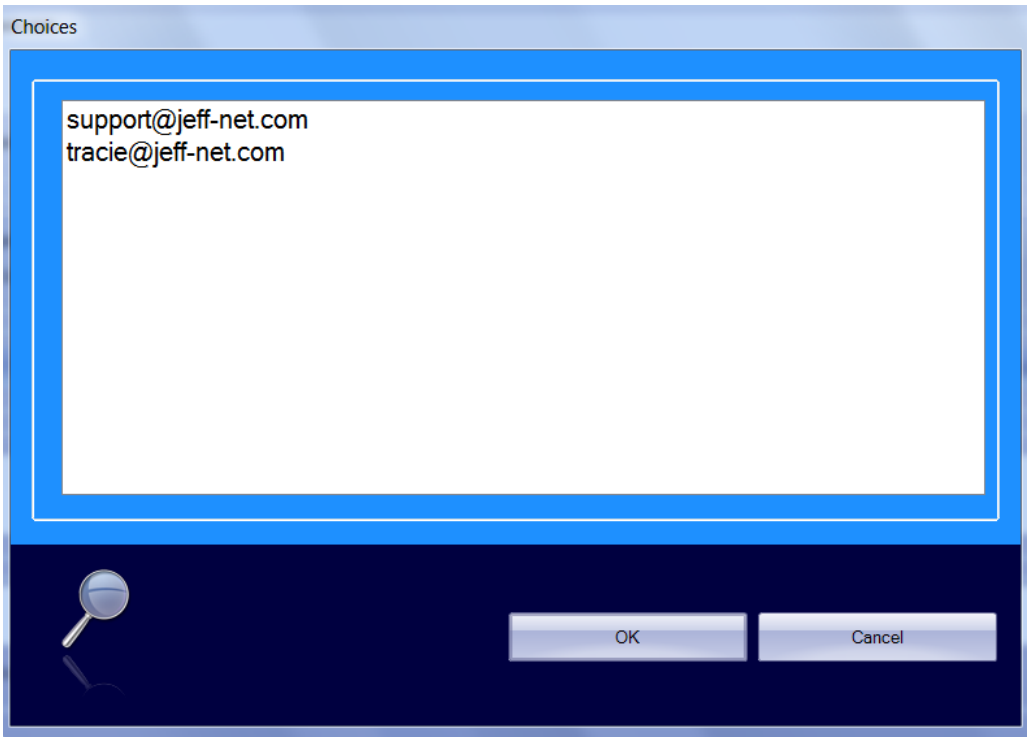
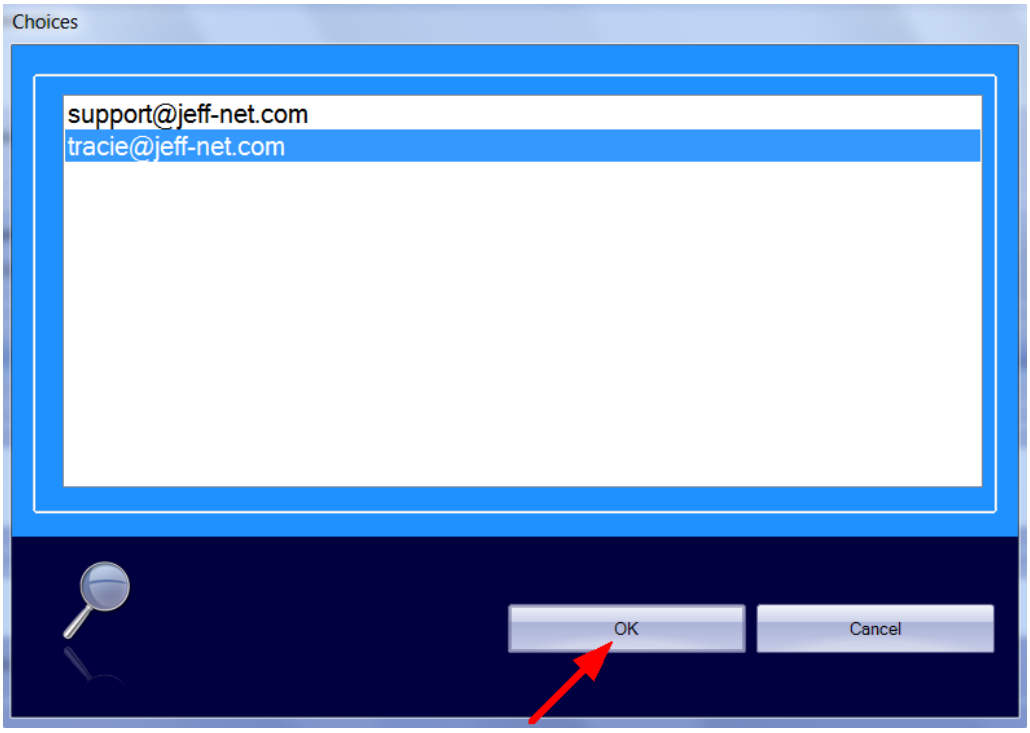


5) Once you have highlighted the email you want in your Destination field, simply select OK.



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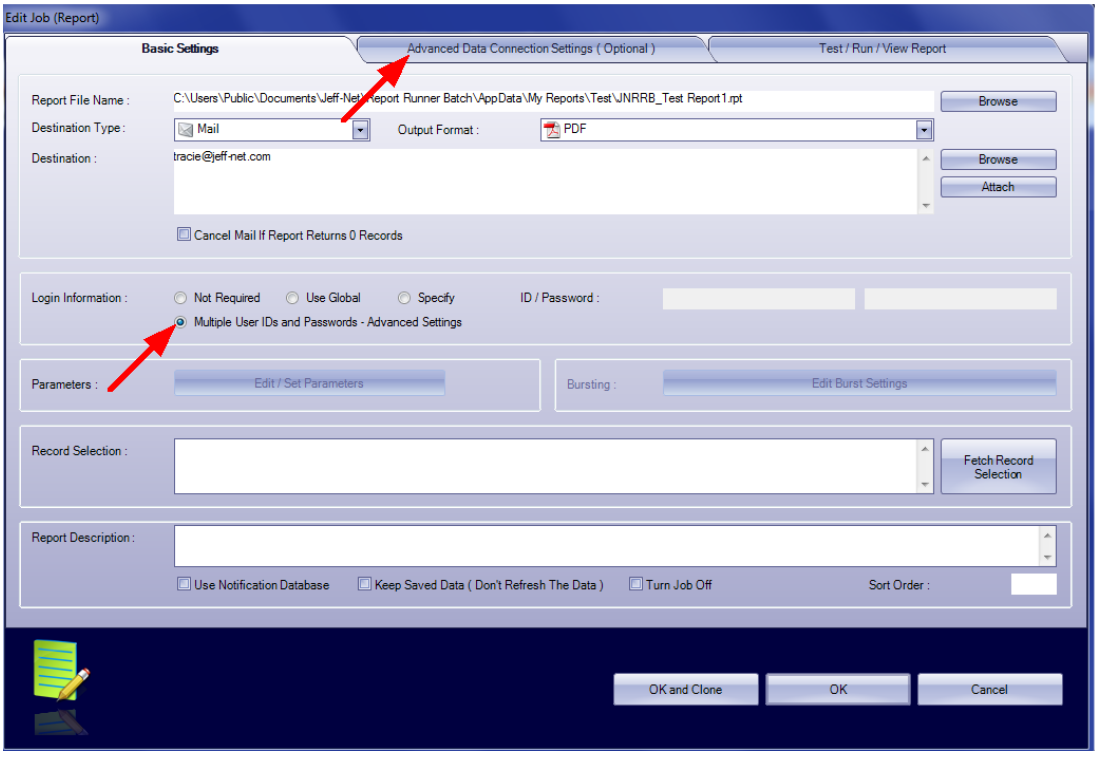
Note: If you need to add more email addresses to this list of choices; check out Edit Default Email List instructions above.

Advanced Data Connection Settings

The **Advanced Data Connection Settings** is an optional setting that is for tables within the report that contain multiple ID's and Passwords. We also have a feature that you can select "Set/Replace All". We have provided a few screen shots to show you how easy it is

Example:

In the "Edit Job" screen within Report Runner Batch, when you click on the option "Multiple User ID's and Passwords - Advanced Settings" the Advanced Data Connection Settings (Optional) tab displays. See the red arrows in the print screen below to indicate these two points.



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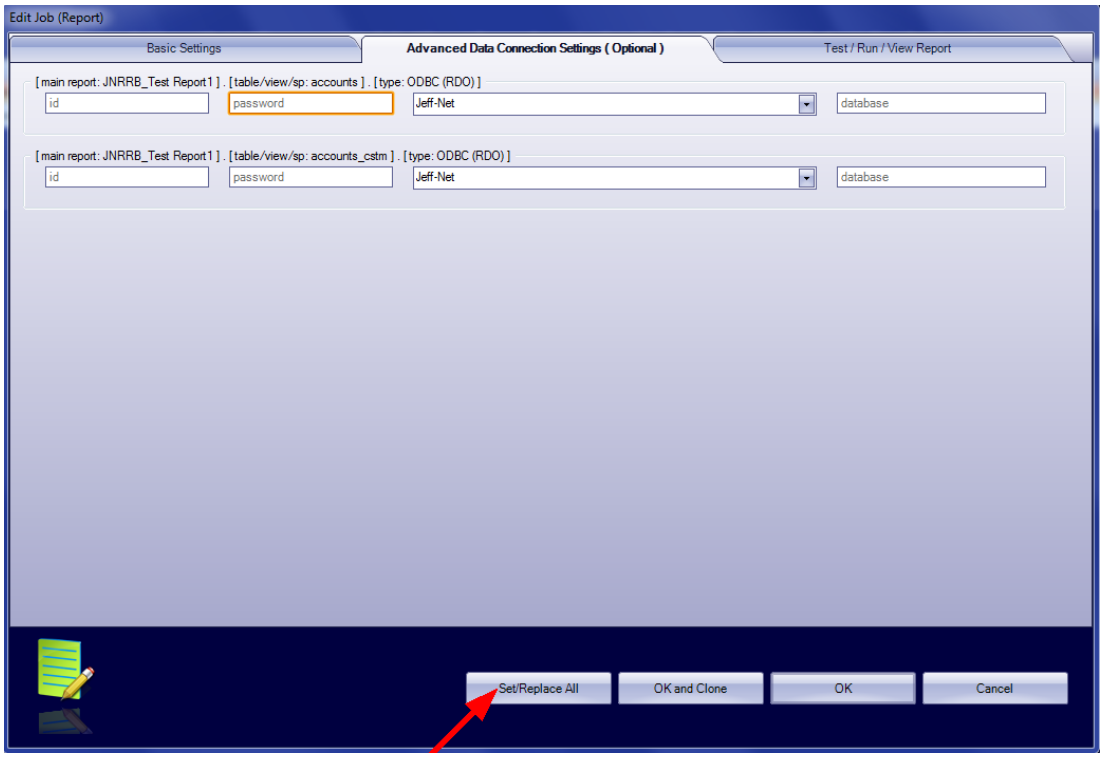
Example:

In this screen shot belowwe have noted (see red arrow) the "Set/Replace All" button you can select to change/replace



Example:

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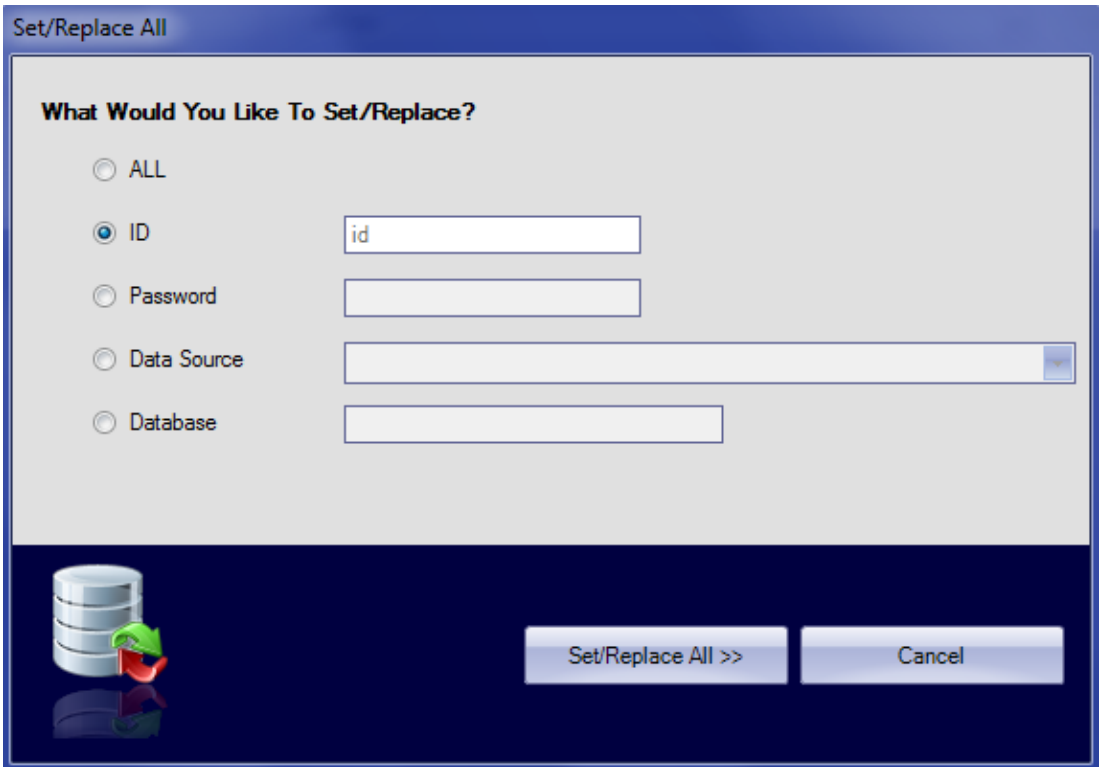

More Information

As of version 2011.82 we have added an option when you select the **Printer** as your **Destination Type** in the Add/Edit Job Screen that you can now force printing to "portrait" or to "landscape". This option might be needed for you to utilize in Report Runner Batch if you have a challenge with a particular report that is not printing exact within the properties of the Crystal Reports template. See below for the steps as an example.

1) Assuming you have **Report Runner Batch** and you have created your Single Batch File.
2) In the **Add Job (Report)** screen, select your report.
3) Select the **Destination Type** as **Printer.**
4) Select the **Browse** button next to the **Destination** box.
5) You should see display the list of printers available for you to select (left-click with your mouse) and then you can either choose the following options on how to

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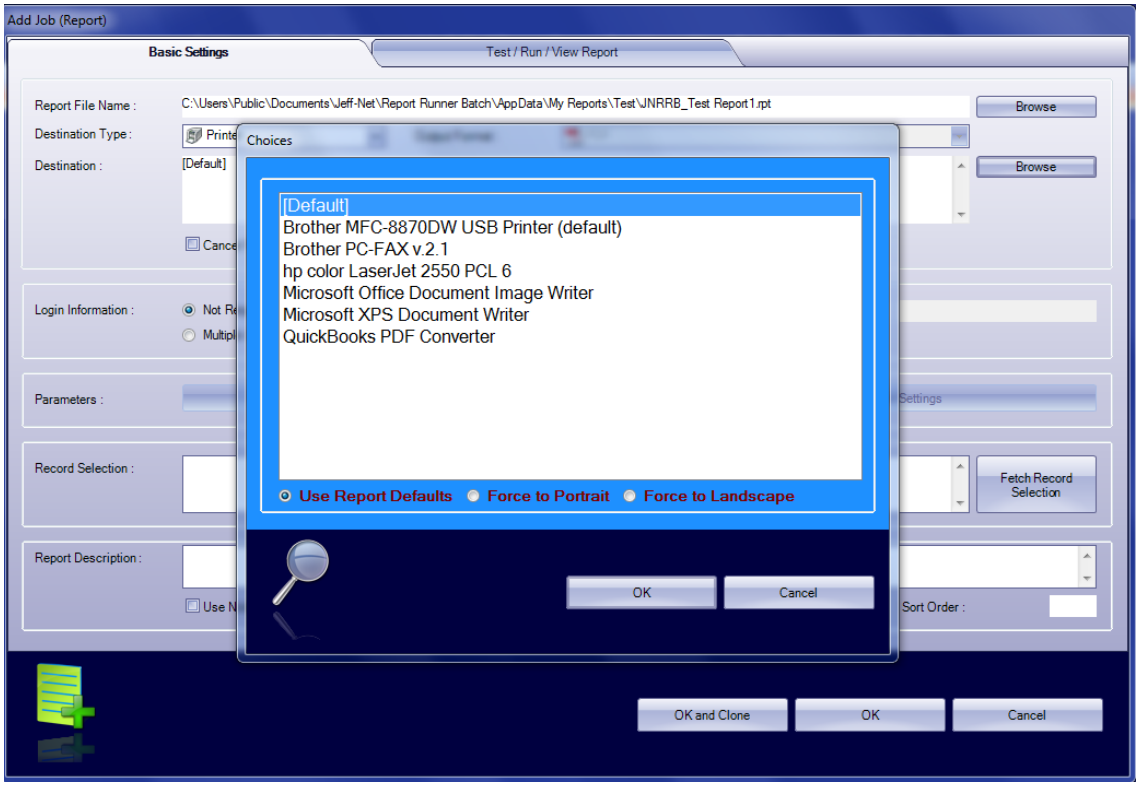
print your report either **Use Report Defaults**, **Force to Portrait** or **Force to Landscape**.



6) Simply select (left-click with your mouse) the option you want to print. It defaults to **Use Report Defaults.**

7) Select the **OK** button when you are done.

See Also:

- INI Settings for Printer Settings. The INI Setting *will* over ride the Job setting.

Special Note: *ALL* Batch INI settings always override any Job/Report settings when conflicting settings are found.

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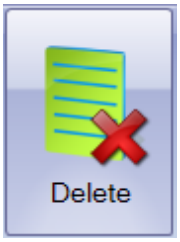
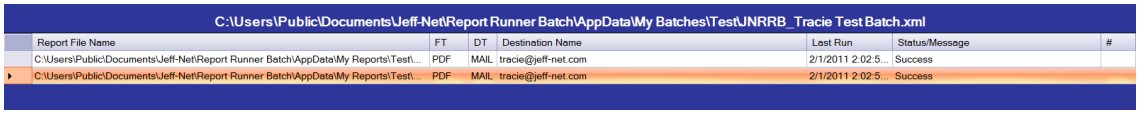
2.1.2.3 Delete

This section covers how to **Delete Your Batch Job** in **Report Runner Batch**.

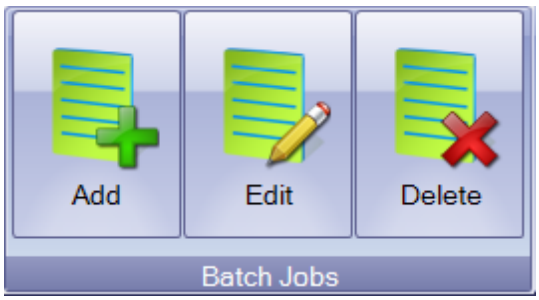


Delete Your Batch Job

1) With your **Batch File** open, select (highlight) the **Batch Job** (Report File Name) you want to delete.



2) Then in the **Home** menu, click on **Delete** button (In the Batch Jobs Category).



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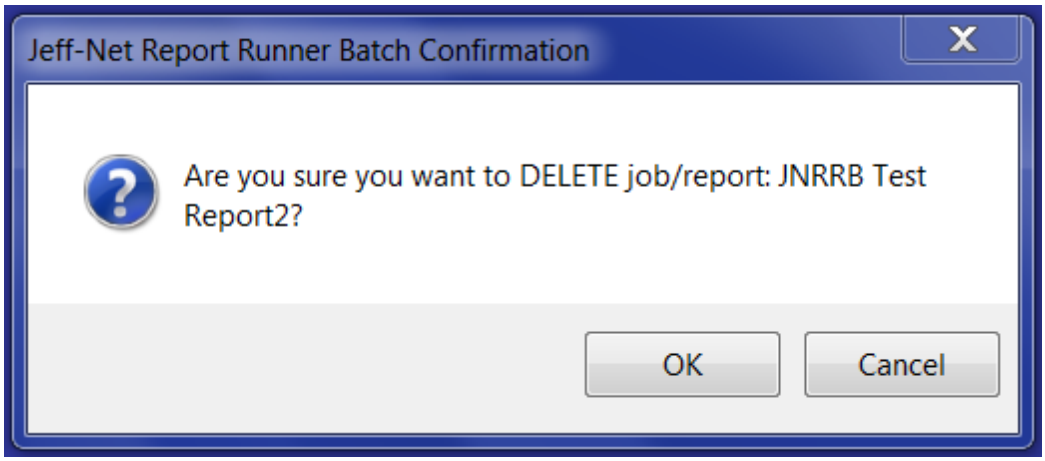
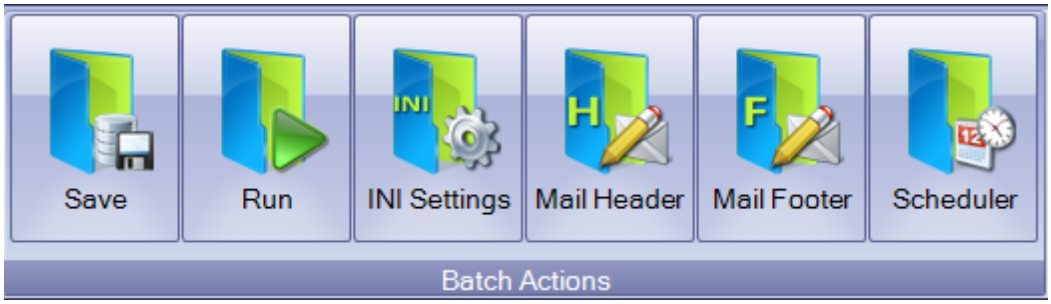
3) A **Jeff-Net Report Runner Batch Confirmation** message will appear to make sure you want to **DELETE** your **Batch Job** (Report) that you have selected.



4) Click on **OK** to confirm the deletion or **Cancel** if you wish to cancel this request.

5) Then make sure to click on **Save** (In the Batch Actions Category) to save any of your changes to the **Batch File**.



6) A **Jeff-Net Report Runner Batch Information** message will appear to let you know the **Batch File** has been saved.

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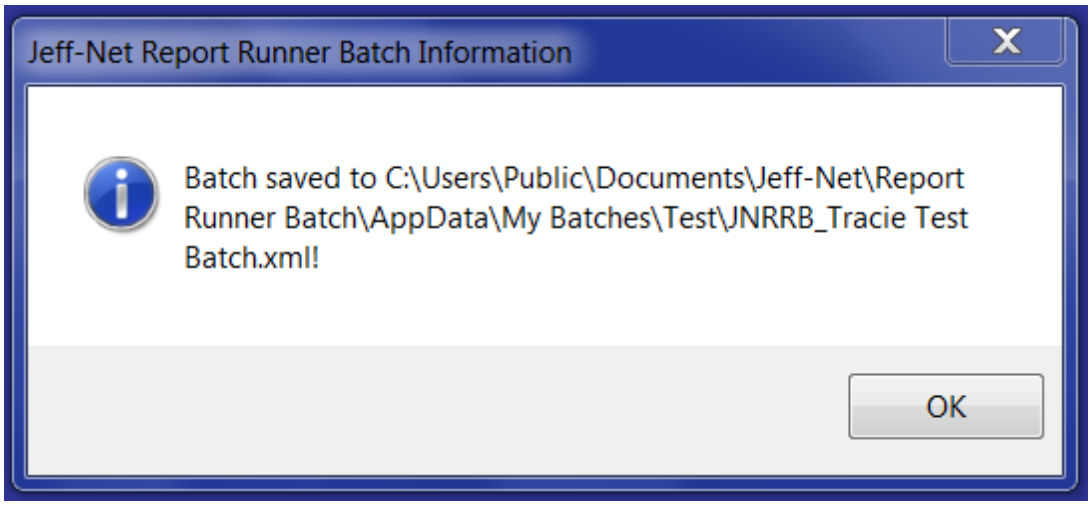
Jeff-Net Report Runner Batch Information
Batch saved to C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Test\JNRRB_Tracie Test Batch.xml!
OK

7) Click on **OK**.

2.1.2.4 Test/Run/View Report

This section covers the **Test/Run/View Report** tab in the **Edit Job Window** of **Report Runner Batch**.

This function allows to Test/Run/View the report before actually exporting/running the report.

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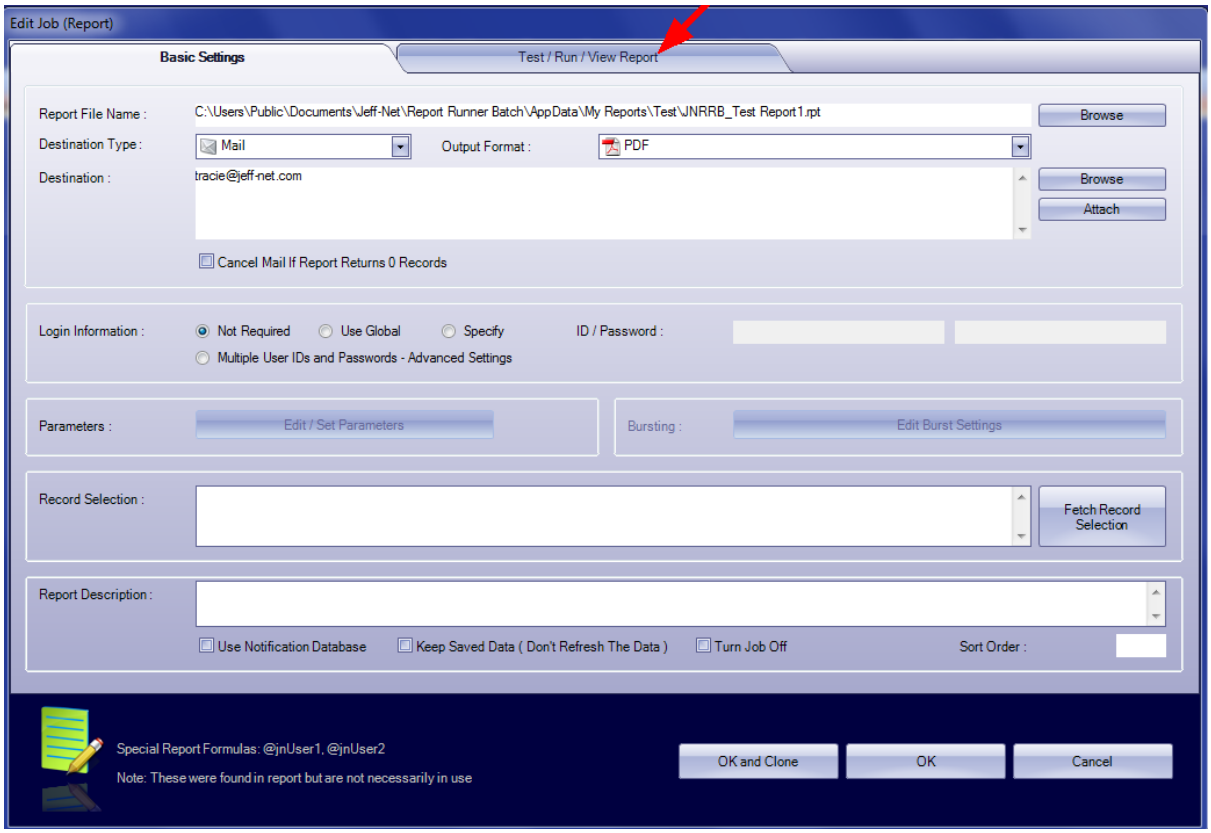

More Information

- As of **Version 2012.2** of **Report Runner Batch**, we have added an extra step to make sure you want to **Test/Run/View Report**.

This feature was suggested by one of our customer. Thank you. We sure appreciate the feedback.

- If you select the **Test/Run/View Report**, **Report Runner Batch** will provide an extra confirmation to make sure that is what you truly want to do. See below for the print screen image of the **Jeff-Net Report Runner Batch Confirmation** message. In order to receive this confirmation (See print screen image below), simply add the custom **INI Setting** in the **JNRRB.INI File** called

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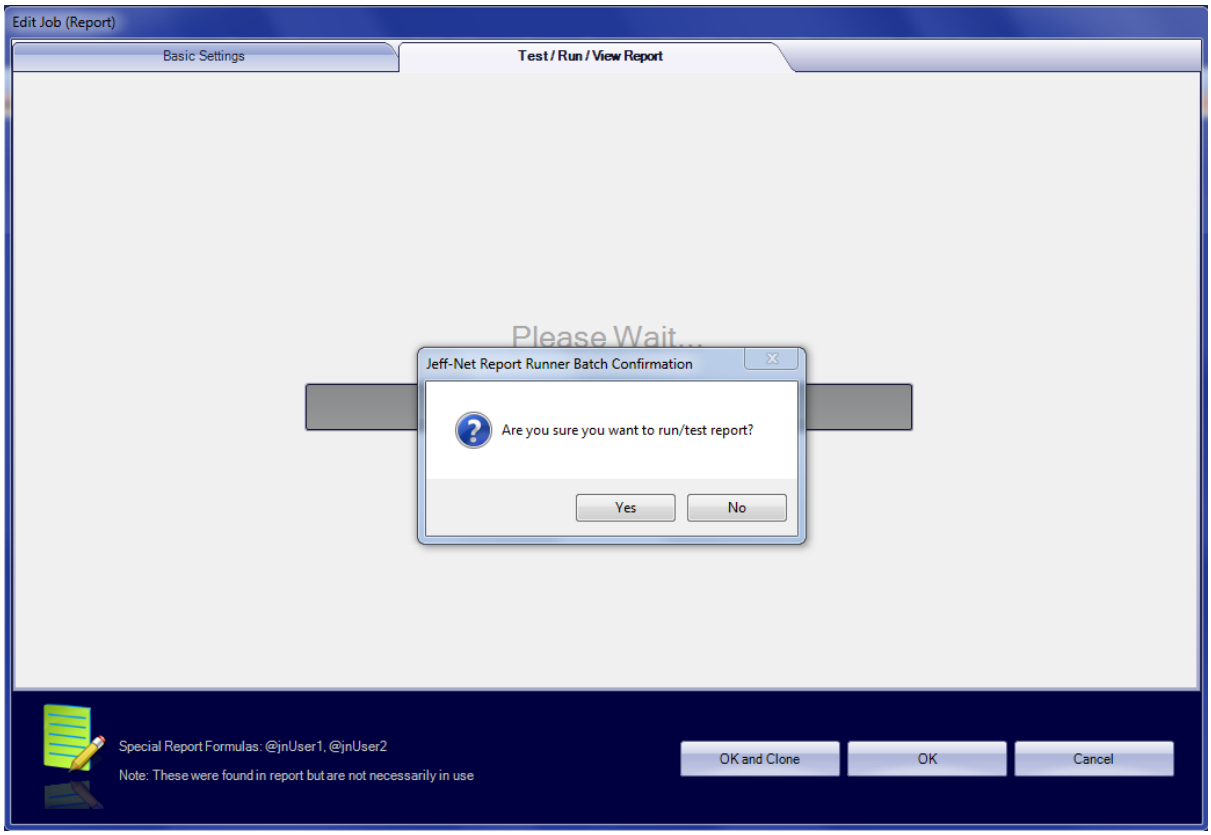
EnableReportTestConfirmation=1, under the **[Options]** group.

Example:

```
[Options]
EnableReportTestConfirmation=1
```



.

2.1.3 Batch Actions

This section we will cover how to **Save** and **Run** your **Batch File**, take a look at how to use Batch-Specific **INI Settings**, **Mail Header**, **Mail Footer** and use the built-in **Scheduler** in **Report Runner Batch**.

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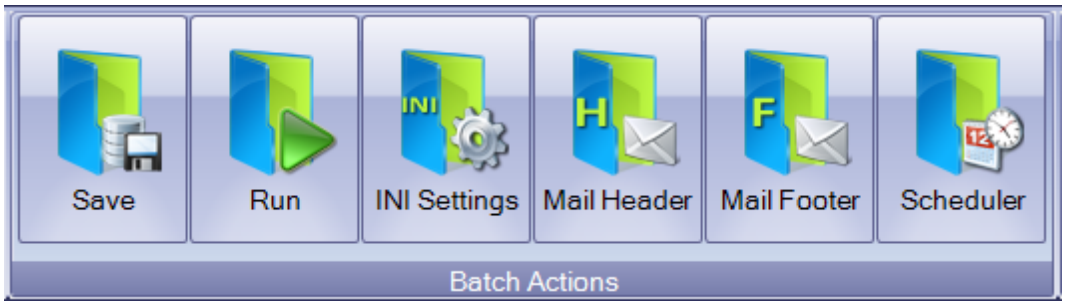

Tasks Covered In This Section

Batch Actions

- Save
- Run
- INI Settings
- Mail Header
- Mail Footer
- Scheduler

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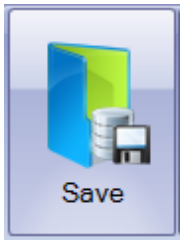
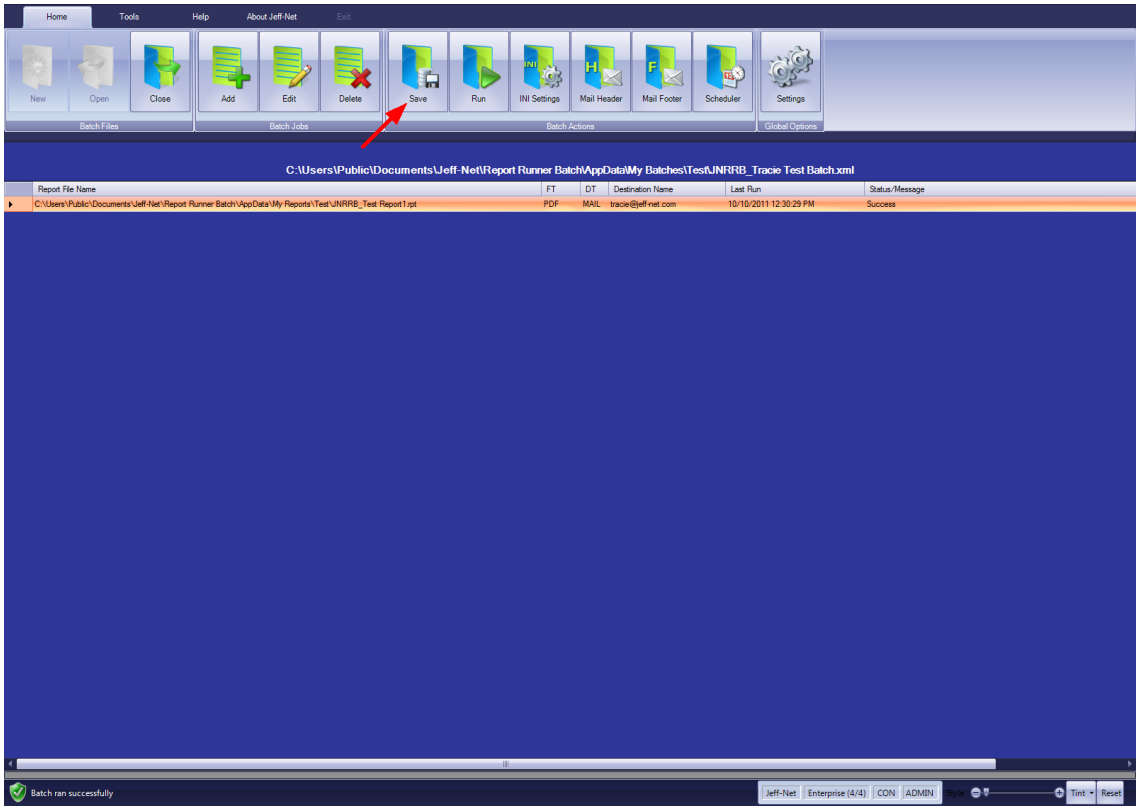
2.1.3.1 Save

This section covers basic steps on how to **Save Your Batch File** in **Report Runner Batch**.



Save Your Batch File

1) This **Save** option will be active when you have a **Batch File** open. You will want to select **Save** when you have made changes and/or additions to your Batch File. Save can be found in the **Home** menu, and then under **Batch Actions** Category and then click on **Save**.



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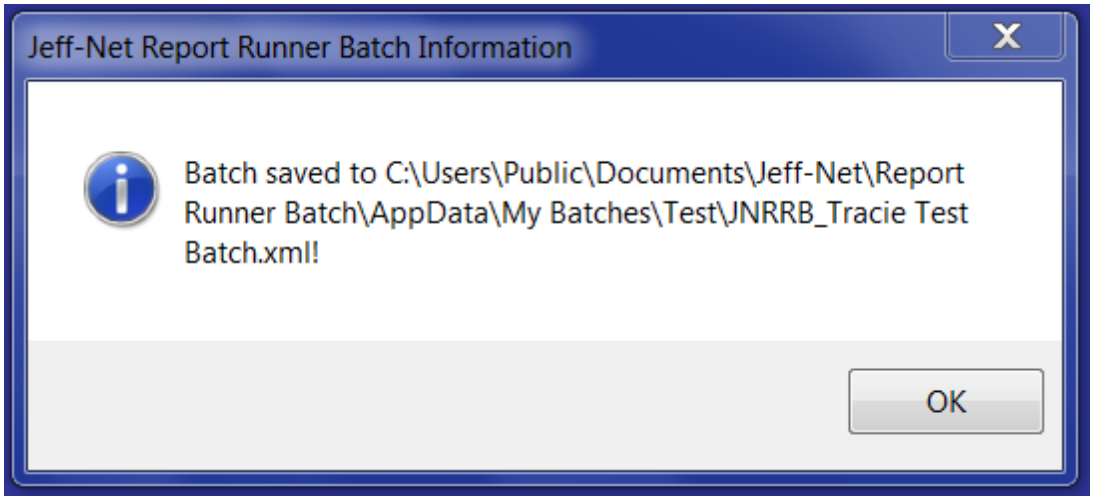
2) You will receive a **Jeff-Net Report Runner Batch Information** message that will indicate your **Batch File** has been saved.


Jeff-Net Report Runner Batch Information
Batch saved to C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Test\JNRRB_Tracie Test Batch.xml!
OK

3) Click on **OK**.

Tip: It is recommended to save and organize your Batch File in the default folder called \AppData\My Batches.

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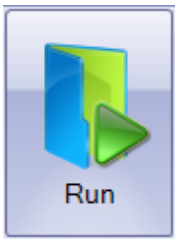
2.1.3.2 Run

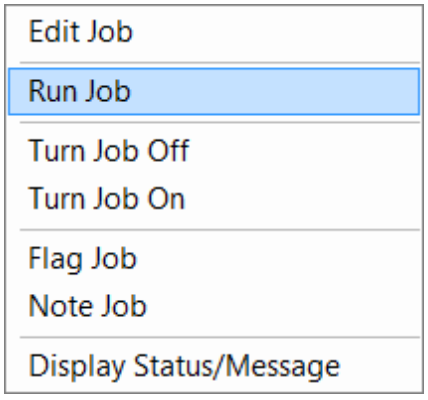
We have provided basic steps on how you can **Run Your Batch File** in **Report Runner Batch**.



Run Your Batch File

1) This **Run** option will be active when you have your **Batch File** open. Under the **Home** menu, and **Batch Actions** Category, click on **Run** to manually send your Batch File.

TIP: You can right-click on the Batch File and select Run Job from drop down menu.



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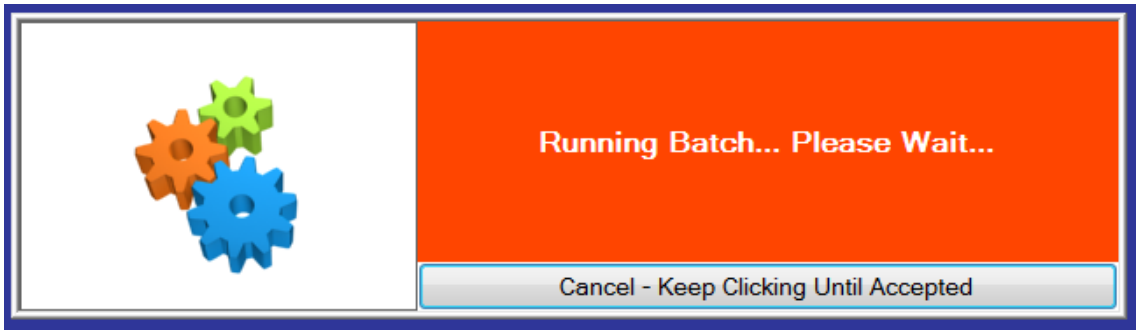
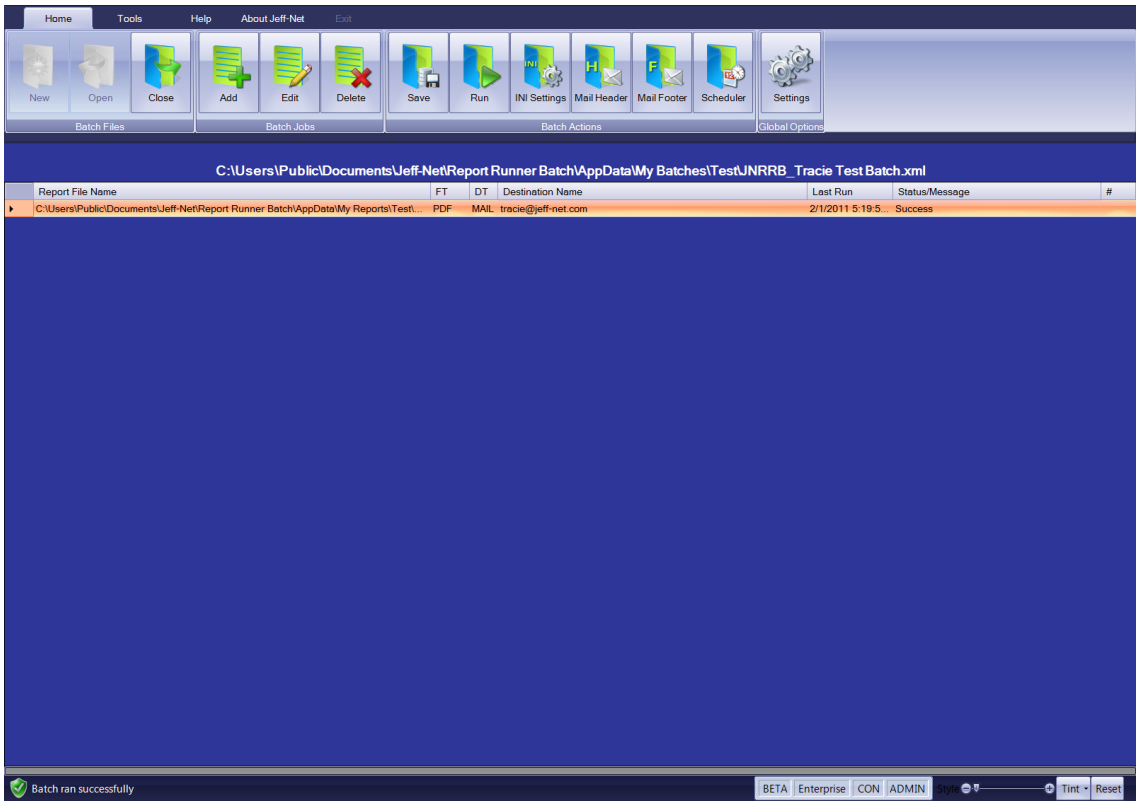
2) You will then see the Report Runner Batch message indicating that it is running your Batch File.



3) Then Report Runner Batch will display the status of your **Batch File**. It should show Success in the **Status Message** or you will find an additional note on the bottom left corner of Report Runner Batch that your Batch ran successfully.



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2.1.3.3 INI Settings

In **Report Runner Batch** we have now have a built-in **Batch-Specific INI Settings** option for you to create and/or edit your INI Settings for the Group Headers **[Options]** , **[PDF]** , **[Newsletter]** and **[SuperBatch]**. The way it works is when you select INI Settings button, it creates an "instructional" INI file that matches your batch XML file name (but it have .INI file extension instead of .XML). If it exists, Report Runner Batch will follow the directions in it.

Tasks Covered In This Section

INI Settings

- [Options]
- [PDF]
- [Newsletter]
- [SuperBatch]

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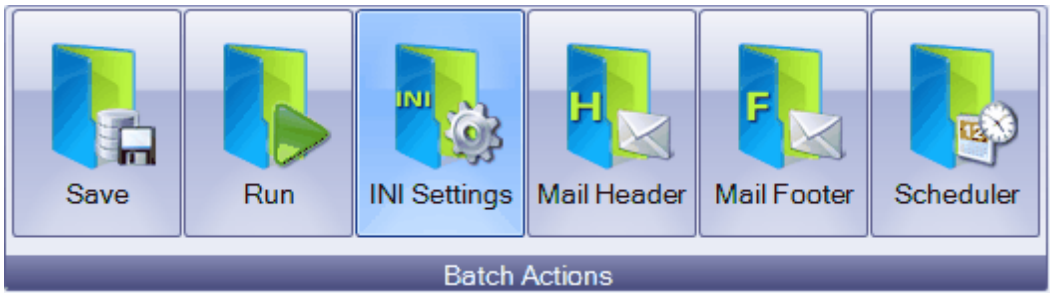
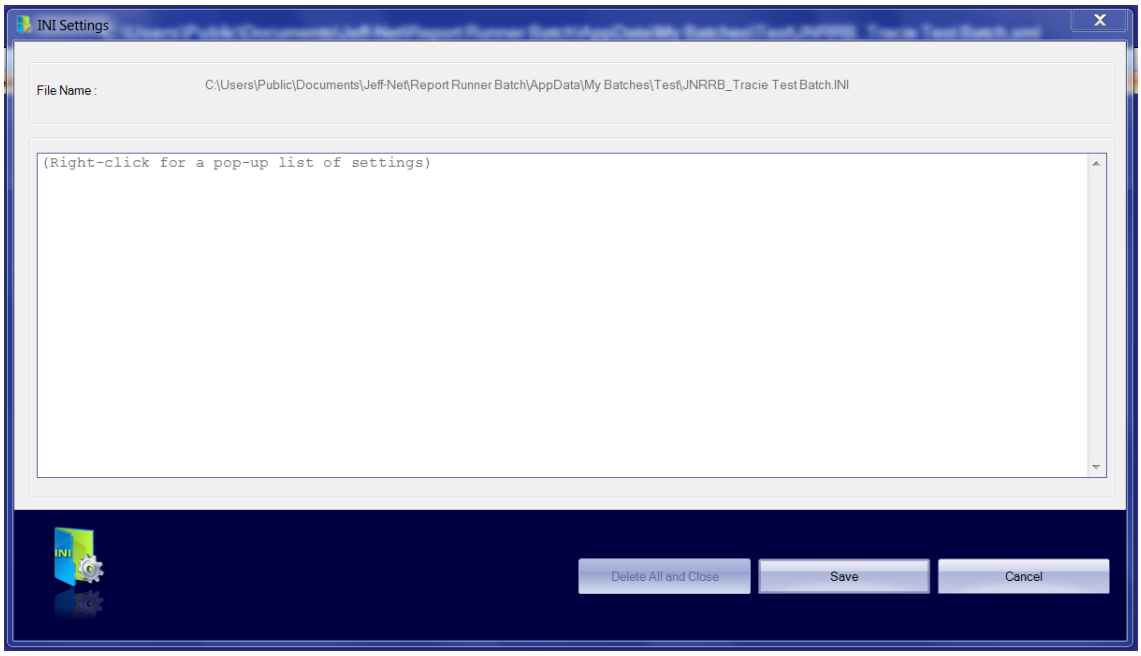
How To Access INI Settings (In Report Runner Batch)

1) Open Report Runner Batch and select **Home** in the menu, **Open** a **Batch File** that you have created.

2) Select the **INI Settings** button (Batch Actions Category).



3) The **INI Settings** window will open.



4) Right-click (with your mouse) in the blank text box area of the **INI Settings** window. This will display a pop-up list of settings.

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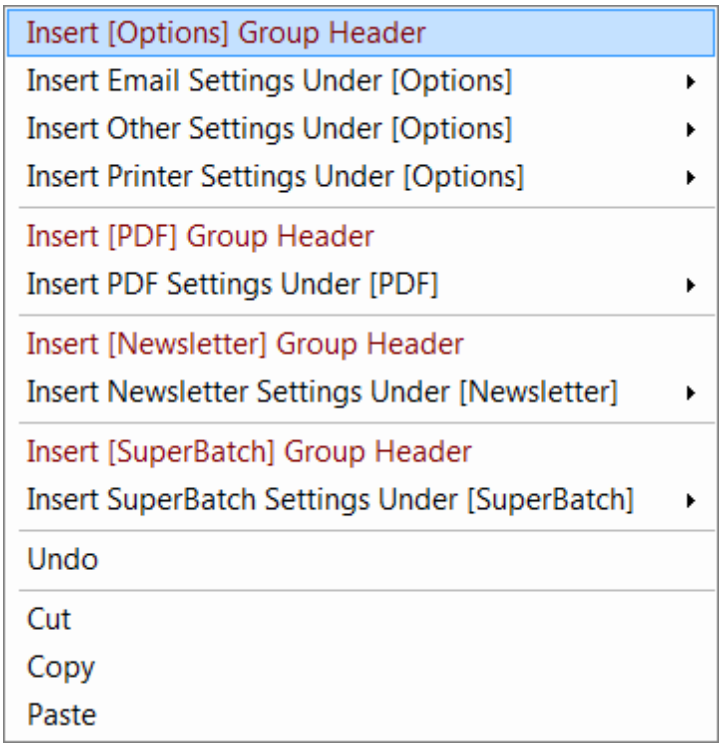

Note: The options in RED indicate the Group Header to be added FIRST before the actual INI Setting.

*Example: To add the [Options] Group Header, simply select **Insert [Options]**. It appear in the text box (see print screen below).*

For More Information

We have added a custom INI Group [Temporary Find and Replace] and INI Settings for this INI Group as of version 2011.88 of Report Runner Batch. It is a temporary find and replace feature. It has many uses, but one great use is for temporarily changing from one email address to another (like if you go on vacation and want someone else to get

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notifications). To use, you simply set the find and replace variables in the JNRRB.INI file. If you installed prior to 2011.87, you'll need to manually add this INI group and settings to the JNRRB.INI file:

```
[Temporary Find and Replace]

Find1=
Replace1=
Find2=
Replace2=
Find3=
Replace3=
```

Note: This is a TEMPORARY Find and Replace feature and we recommend removing the email addresses once you are done with this TEMPORARY solution.

2.1.3.3.1 [Options] Group Header

This section we are going to cover all the INI Settings of the **[Options] Group Header**. We will even show a few examples with results of what they will do for you.

[Options] Group Header INI Settings

Note: You must insert the [Options] Group Header (in RED) FIRST before inserting the actual INI Settings.

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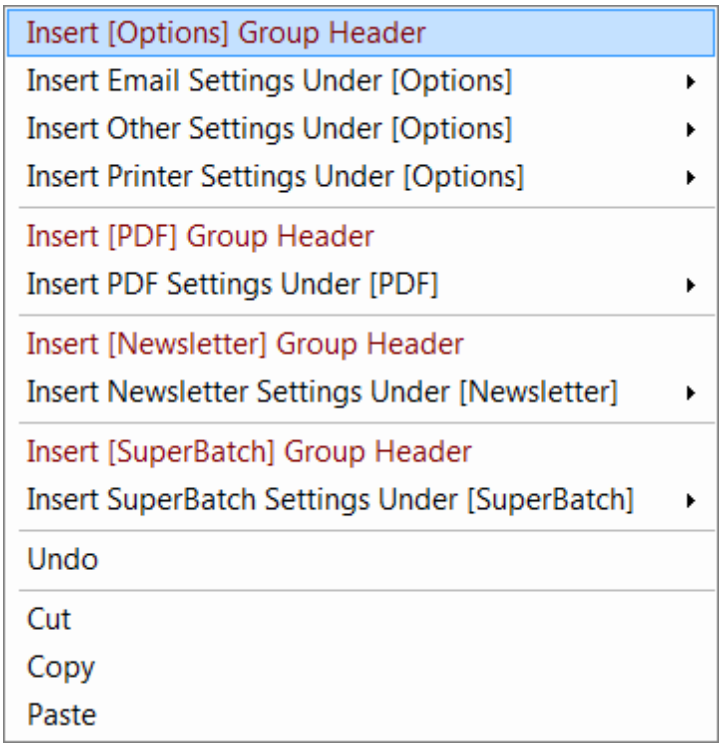

Insert Email Settings Under [Options]

In this section of **[Options]** we will cover all the settings that is connected to **Email Settings**.

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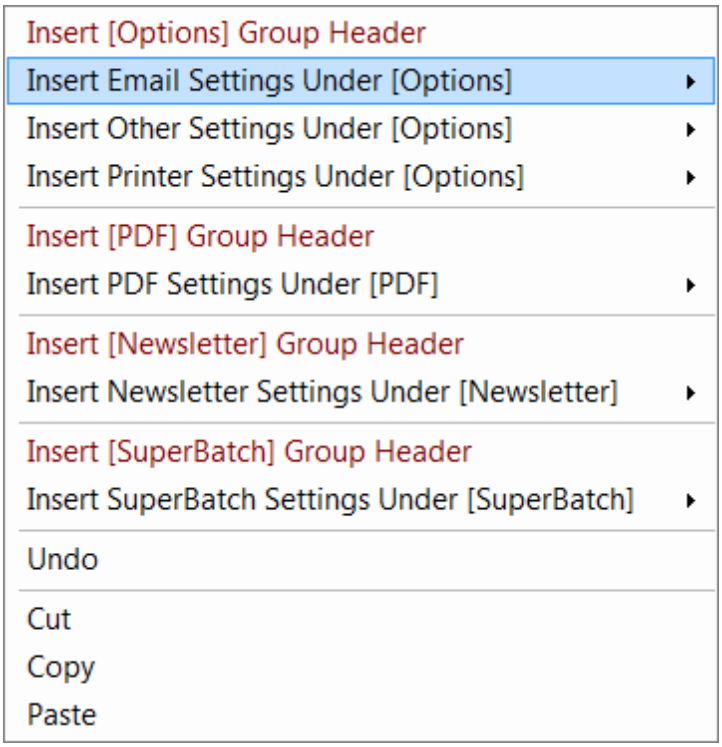
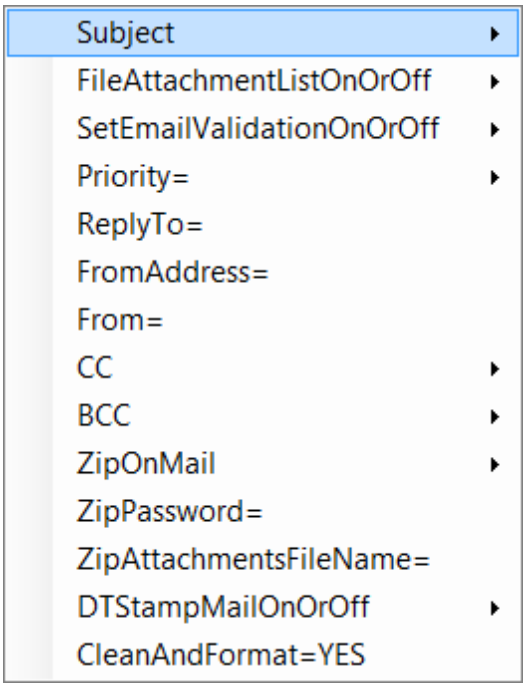


Subject

Subject



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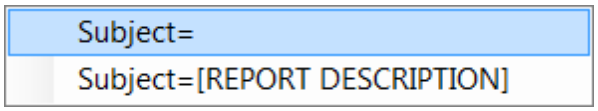
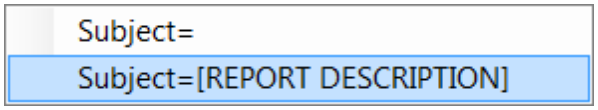
- **Subject=** allows you to type in anything you want and it will place this information in the **Subject area of your Email**.



Tip: You can use the Date/Time Jeff-Net Variables in the Subject.

Example:

- **Subject=[REPORT DESCRIPTION]** is designed to place the **Report Description** from the **Edit Job (Report)** window in the **Subject area of your Email**.



Example:
1) Insert the **Subject=[REPORT DESCRIPTION]** INI Setting. See example below. If you don't know how to access the **[Options]** menu, go back to the INI Settings for instructions.

```
[Options]
Subject=[REPORT DESCRIPTION]
```

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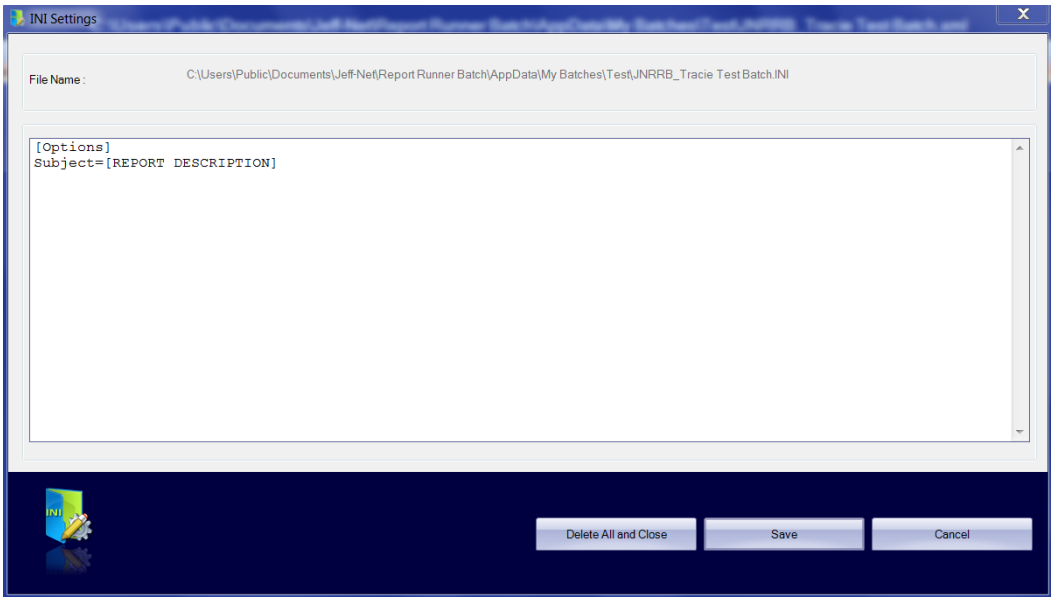
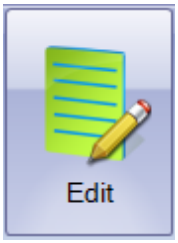


2) Click on the **Save** button to save the INI Setting.

3) Choose **Edit** from the **Home** menu to Edit your Job and add the **Report Description** to go along with your INI Setting you just saved.



4) Enter the Report Description Information. See red arrow on an example of the description.

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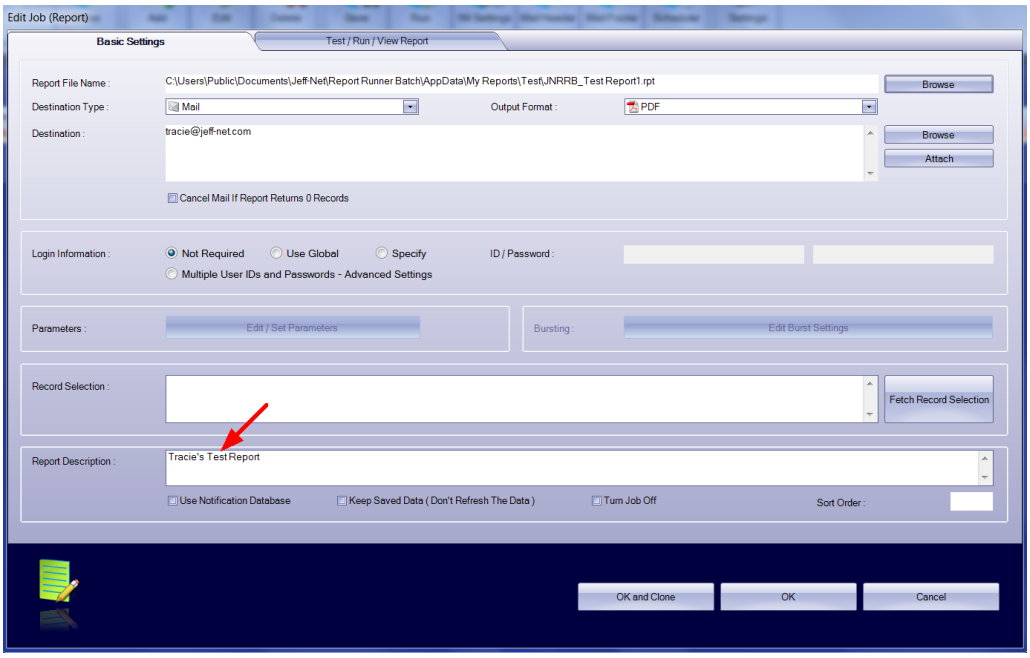
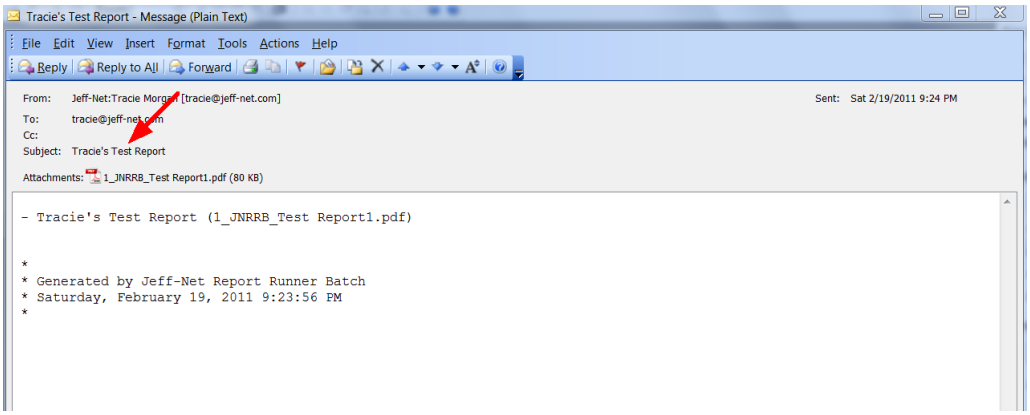


5) After you done entering your Report Description. Choose **OK** to save the job.

6) You can either schedule your batch or run it manually. See below for the results of how the INI Setting worked in this case.


Tracie's Test Report - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: Jeff-Net:Tracie Morgan [tracie@jeff-net.com]
Sent: Sat 2/19/2011 9:24 PM
To: tracie@jeff-net.com
Cc:
Subject: Tracie's Test Report
Attachments: 1_JNRRB_Test Report1.pdf (80 KB)
- Tracie's Test Report (1_JNRRB_Test Report1.pdf)
*
* Generated by Jeff-Net Report Runner Batch
* Saturday, February 19, 2011 9:23:56 PM
*

NOTE: If you have multiple jobs within a Batch File, Report Runner Batch will send each job in separate Emails with the Report Description you have entered for each job.

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File Attachment

FileAttachmentListOnOrOff

By default, when you attach reports to an Email, Report Runner Batch will display the file list in an orderly way at the top of the Email (after the Header). This INI Setting will turn this On Or Off for a single batch.

- **FileAttachmentListOnOrOff=ON** indicates you want to use the File Attachment List Order for your single batch.
- **FileAttachmentListOnOrOff=OFF** indicates you DO NOT to use the File Attachment List Order for your single batch.

Set Email Validation

SetEmailValidationOnOrOff

By default, Report Runner Batch is set for Email Validation to confirm the Email addresses are complete, such as making sure there is an "@" character in the Email address and make sure there is a ".something" after the "@" character. With the variety of automated processes, we've seen that the ".something" is not always needed as seen in the example below, so this Batch-Specific INI Setting will override the Global Default Setting.

Example: Jenny Smith - Fax@/FN=(999)999-9999)

- **SetEmailValidationOnOrOff=ON** confirms Email address validation to make sure the proper characters and information needed to complete an Email address.
- **SetEmailValidationOnOrOff=OFF** will not validate or confirm the Email address format and allow for other forms of automated processes such as RightFax.

Priority

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Priority=

By default, in Report Runner Batch no Email priority is set (ie. Normal). This INI Setting is to set for a custom Email priority (High or Low).

- **Priority=HIGH** indicates your Email is very important and will "flag" it with HIGH Priority.
- **Priority=LOW** indicates your Email is of a low importance and will "flag" it with LOW Priority.

Reply To

ReplyTo=

By default in Report Runner Batch the SMTP sending Email address is used for the "Reply To". To set a custom Email address for the “reply to address”; simply add this Batch-Specific INI Setting and indicate the custom Email address.

Example: ReplyTo=differentemail@company.com

From Address

FromAddress=

By default Report Runner Batch uses the SMTP sending Email address. This INI Settings allows you to use a custom Email "From Address" when sending your batches/jobs via Email.

Example: FromAddress=youremail@company.com

From

From=

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By default Report Runner Batch has the "From Name" listed as "Report Runner Batch Mail". To set a custom Email “From Name”; simply use this Batch-Specific INI Setting and place the "From Name" you want to display. See below for example.

Example: From=Your Company Name

- **CC**

CC

- This INI setting allows up to 3 CC email addresses (note the number after the CC) to be set.

Example 1:

CC1=emailaddress@company.com
CC2=anotheremailaddress@company.com
CC3=andanotheremailaddress@company.com

- If you have multiple people you need to email you can place a semi-colon between each email address. You can even just use the one CC INI Setting for all the email addresses. See Example.

Example 2:

CC1: emailaddress@company.com; anotheremailaddress@company.com; andanotheremailaddress@company.com

- Another option when adding multiple email addresses is add all of them in a text file (i.e. Notepad) and save it to a folder directory. Then simply list the folder location in the INI Setting. Note: Do not use semi-colon to separate the emails in this instance but simply place an email address for each line in the text file. See Example of what it might look like.

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Example 3:

CC1: C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Multiple CC Email Addresses.txt

Text File Format:
emailaddress@company.com
anotheremailaddress@company.com
andanotheremailaddress@company.com

BCC

BCC

- This INI setting allows up to 3 BCC Email addresses (note the number after the BCC) to be set.

Example 1:

BCC1=emailaddress@company.com
BCC2=anotheremailaddress@company.com
BCC3=andanotheremailaddress@company.com

- If you have multiple people you need to email you can place a semi-colon between each email address. You can even just use the one CC INI Setting for all the email addresses. See Example.

Example 2:

BCC1: emailaddress@company.com; anotheremailaddress@company.com; andanotheremailaddress@company.com

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- Another option when adding multiple email addresses is add all of them in a text file (i.e. Notepad) and save it to a folder directory. Then simply list the folder location in the INI Setting. Note: Do not use semi-colon to separate the emails in this instance but simply place an email address for each line in the text file. See Example of what it might look like.

Example 3:

BCC1: C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Multiple BCC Email Addresses.txt

Text File Format:
emailaddress@company.com
anotheremailaddress@company.com
andanotheremailaddress@company.com

Zip On Mail

ZipOnMail

Use this setting to turn ON or OFF the zip process when sending your single batch via Email.

- **ZipOnMail=YES** indicates you want to use the zip process for your batch.
- **ZipOnMail=NO** indicates you DO NOT want to use the zip process for your batch.

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Zip Password

ZipPassword=

This allows you to set a password for your Zip file when sending your batch via Email.

Zip Attachment File Name

ZipAttachmentFileName=

This Batch-Specific INI Setting allows you to name the Zip file that will be attached when sending your batch via Email.

DTStamp Mail

DTStampMailOnOrOff

This is the current Date and Time Stamp option when sending via Email.

- **DTStampMailOnOrOff=ON** indicates you want to add the current Date and Time Stamp to your attachments when sending your particular batch via Email.

Example: YourReportName_011811040933

Note: Date and Time Stamps that can be appended to files are always based on the current date. To set the Date and Time Stamp for ALL batches (globally) and with more Date and Time Stamp options; you can access this information in Settings-Global Options.

- **DTStampMailOnOrOff=OFF** indicates you DO NOT want to add the current Date and Time Stamp to your attachments when sending your particulate batch via Email.

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- **CleanAndFormat**

CleanAndFormat=YES

We discovered a problem within Crystal Reports™ and how it exports the text file with random carriage returns, line breaks, word wraps and extra spaces. Our solution is to remove ALL of this random formatting and give you a consistent method to format the text file the way you want it (by inserting special jnKeywords like [jnNewLine] and [jnSpace] in your report). This clean-up is triggered by this Batch-Specific INI setting we have created. This clean-up process currently is done only for mail messages where the report is embedded directly into the message. This allows you to send out a "perfect" (consistently formatted) email message every time. Check out the Jeff-Net Variables for all the jnKeywords available.

- **CleanAndFormat=YES** indicates this "cleanup" process is turned ON.

Insert Other Settings Under [Options] Group

In this section of **[Options]** we will cover all the settings that is connected to **Other Settings**.

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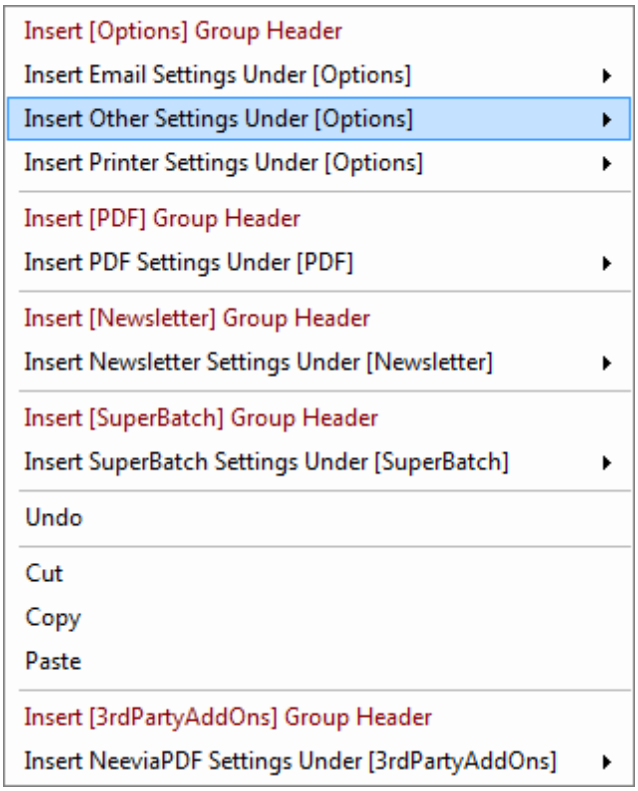
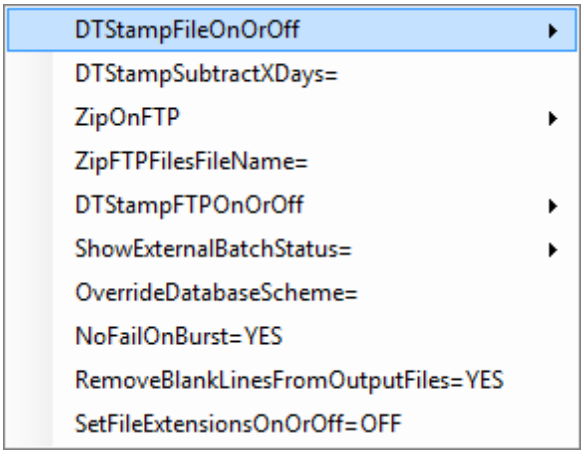


DT Stamp File On Or Off

- This INI Setting Menu allows you to turn the DT Stamp File On Or Off.



DT Stamp Subtract X Days

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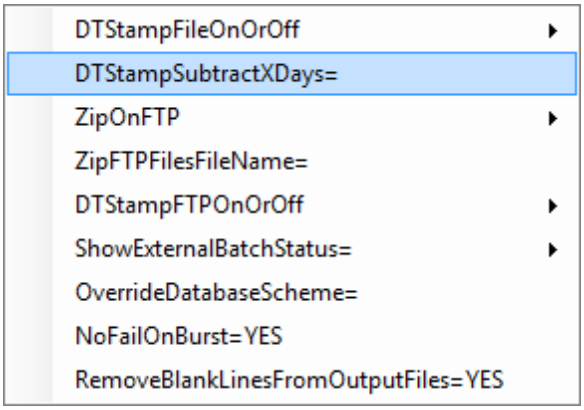
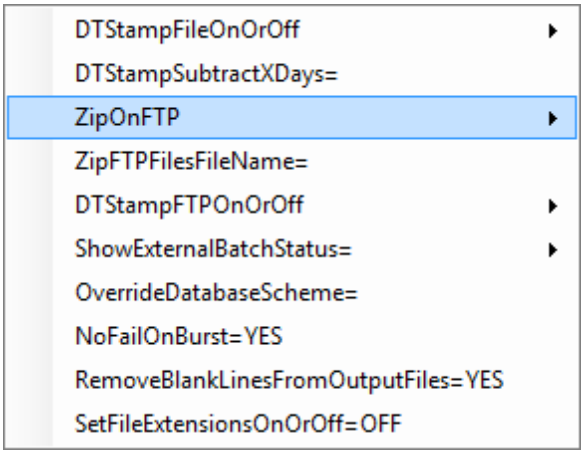
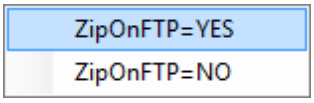
- This INI Setting allows for you to subtract however many days from today's date. Once you have inserted this INI Setting, simply type in the number of days to subtract after the equal sign.



Zip On FTP

- This INI Setting allows for you to turn on or off the Zip function for FTP.





Set File Extension

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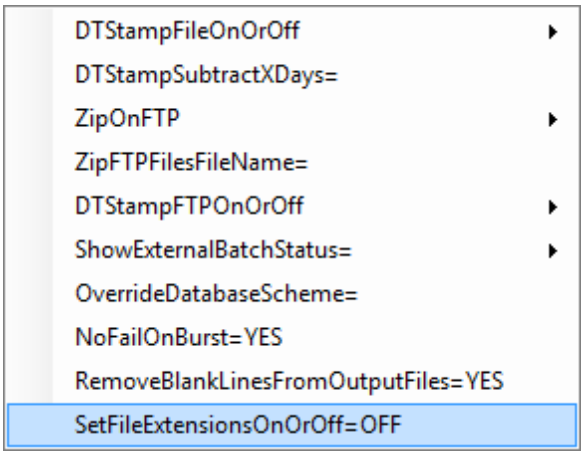
- This INI Setting was introduced and retired in the Legacy versions of Report Runner Batch. As of version 2012.6 it was recently requested again and re-introduced in the NEW 2012 version of Report Runner Batch. We just love serving our customers and meeting their requests. Here it is again, the Batch Specific INI Setting to set your file extensions on or off. It defaults to "OFF" so if you want it "ON", simply change "OFF" to "ON". See below for an example.



Example to turn it ON:

```
[Options]
SetFileExtensionsOnOrOff=ON
```

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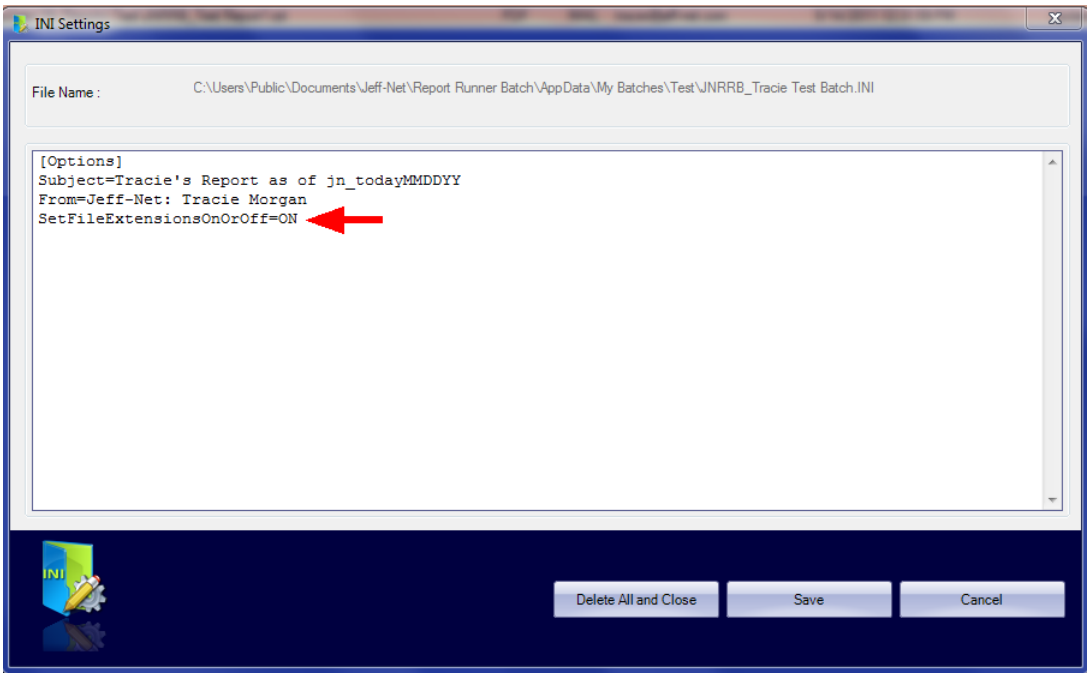

Special INI Setting for [Other] Group Header

As of version 2012.8 we have added an additional INI Setting under the [Other] Group Header. This sets record count to 0 and keeps the app from reporting a "database error" when checking for the record count of a report (so 0 count reports can be cancelled). The database error is random (and is a bug in the Crystal runtime engine), but this INI Setting will handle it a little better. We call this INI Setting a "Support-Specific" type setting, because most users will not need to set this, and it will normally be used when our Support department recommends it.

```
[Other]
IgnoreRecordCheckExceptionOnOrOff=ON
```

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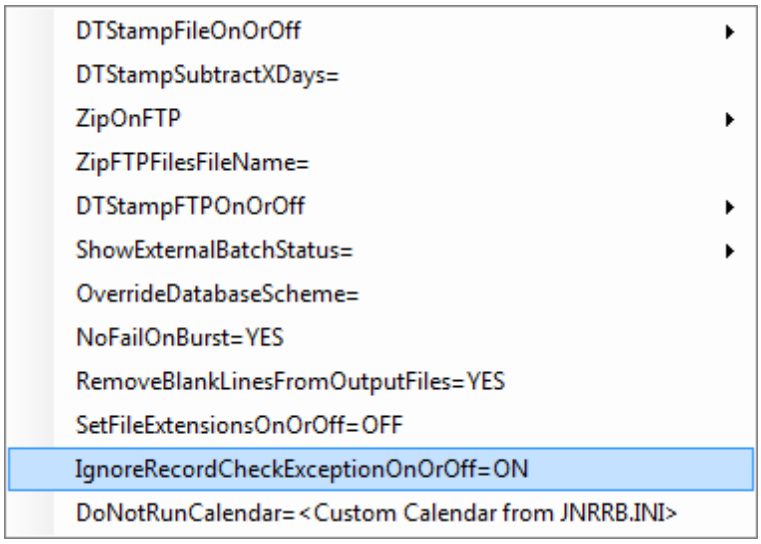

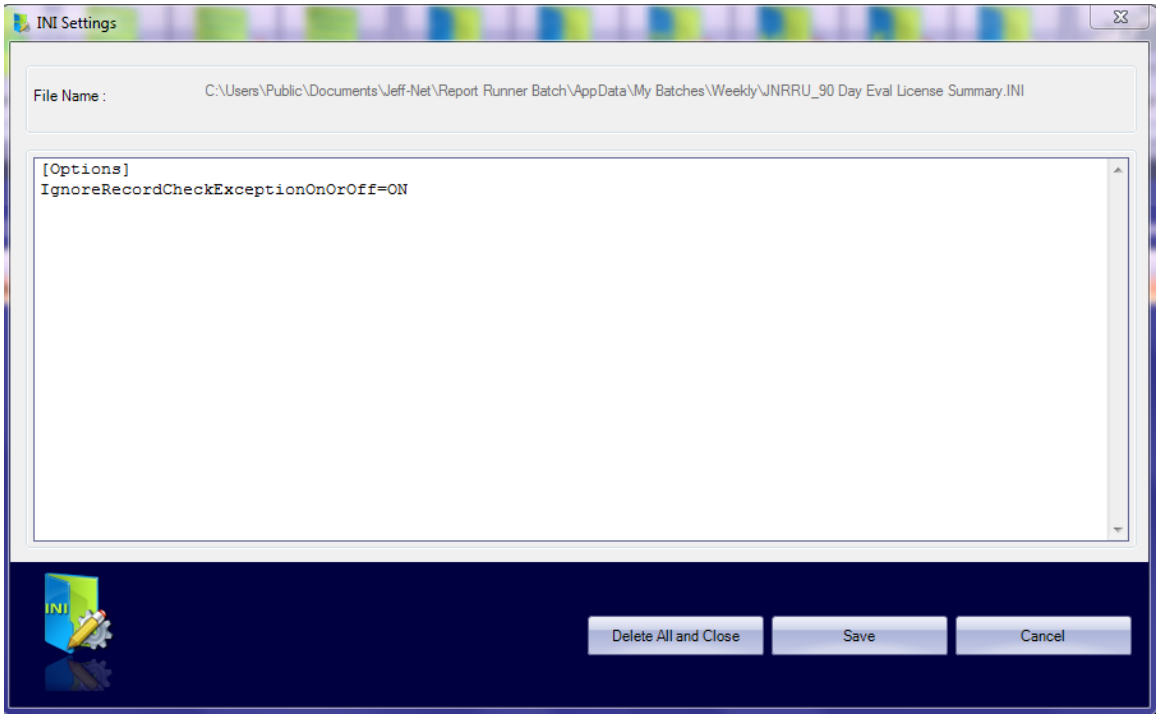

Insert Printer Settings Under [Options] Group

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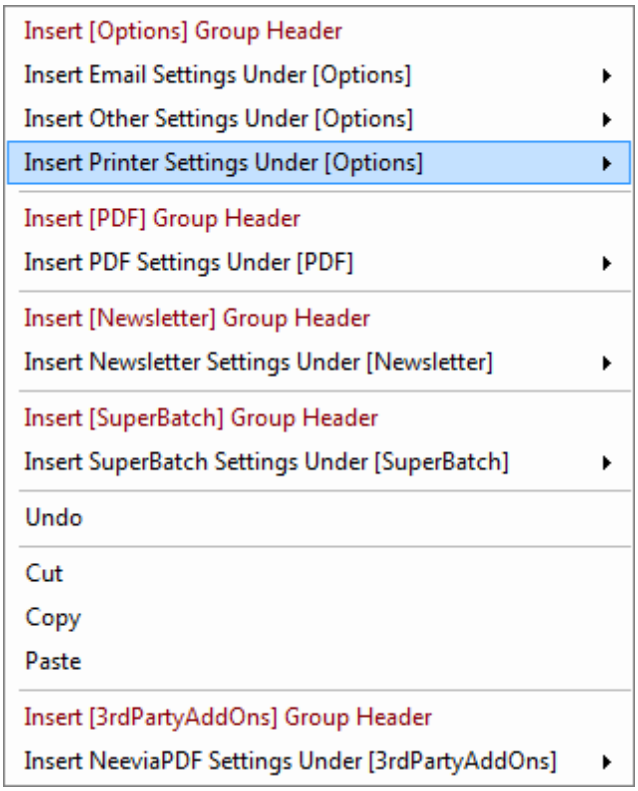
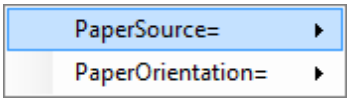


Paper Source



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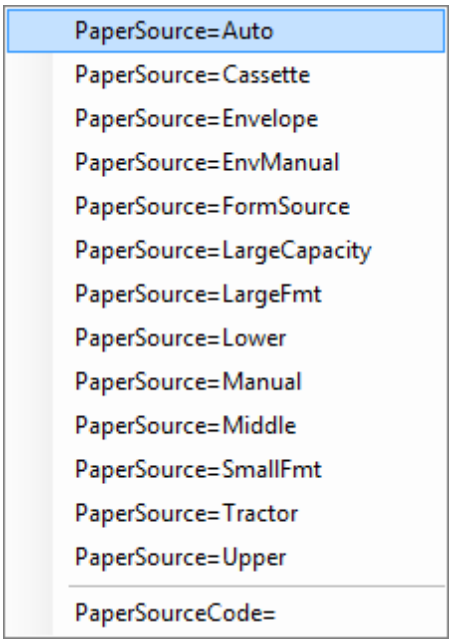
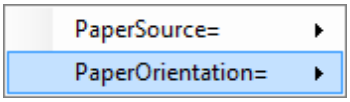
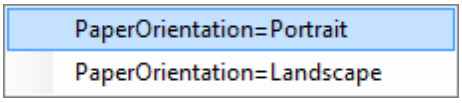


Paper Orientation





More Information

- **Mail Port**
  - As of version 2011.80 we have added an INI Setting to override the default **SMTP Mail Port** 25. Simply, open the **jnrrb.ini** file in the Documents & Settings of Jeff-Net\Report Runner Batch and add the following INI Setting below in the **[Options]** Group. The default folder location is (or is similar depending upon the Microsoft Operating System you are on) **C:\Users\Public\Documents\Jeff-Net\Report Runner Batch**

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- **Note: If you are on an earlier 2011 version and update to version 2011.80 or later, you will need to add this INI Setting to the jnrrb.ini file under [Options] Group Header.**

Example:

```
[Options]

MailPort=99 (or whatever port number you need to
use)
```

Mail SSL

- As of version 2011.80 we have added an INI Setting where you can set and allow **Mail SSL** (Secure Sockets Layer). Simply, open the **jnrrb.ini** file in the Documents & Settings of Jeff-Net\Report Runner Batch and add the following INI Setting below in the **[Options]** Group. The default folder location is (or is similar depending upon the Microsoft Operating System you are on) **C:\Users\Public\Documents\Jeff-Net\Report Runner Batch**
- **Note: If you are on an earlier 2011 version and update to version 2011.80 or later, you will need to add this INI Setting to the jnrrb.ini file under [Options] Group Header.**

Example:

```
[Options]

MailSSL= (simply add the number required)
```

Mail TLS

- As of version 2011.80 we have added an INI Setting where you can set and allow **Mail TLS** (Transport Layer Security). Simply, open the **jnrrb.ini** file in the Documents & Settings of Jeff-Net\Report Runner Batch and

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add the following INI Setting below in the **[Options]** Group. The default folder location is (or is similar depending upon the Microsoft Operating System you are on) **C:\Users\Public\Documents\Jeff-Net\Report Runner Batch**

- **Note: If you are on an earlier 2011 version and update to version 2011.80 or later, you will need to add this INI Setting to the jnrrb.ini file under [Options] Group Header.**

Example:

```
[Options]
MailTLS= (simply add the number required)
```

Max Parms

- As of version 2011.85 we have added an INI Setting where you can now decrease and/or increase Parameter fields. The default is 50 parameters and the maximum total to include table fields MUST be 130 per report.
- **Note: If you are on an earlier 2011 version and update to 2011.85 or later, you will need to add this INI Setting to the jnrrb.ini file under [Options] Group Header.**

Example:

```
[Options]
MaxParms=50
```

Max Tables

- As of version 2011.85 we have added an INI Setting where you can now decrease and/or increase Table fields. The default is 80 tables and the

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maximum total to include parameter fields MUST be 130 per report.

- **Note: If you are on an earlier 2011 version and update to 2011.85 or later, you will need to add this INI Setting to the jnrrb.ini file under [Options] Group Header.**

Example:

```
[Options]
MaxTables=80
```

- As of version 2012.2 or later of Report Runner Batch, we have added a new feature to enables a Report Test Confirmation Message when you select the "Test/Run/View Report in the Edit Job Screen of your Batch. Simply add the following INI Setting to the [Options] Group in your jnrrb.ini file to enable this feature. See below for this INI Setting.

Example:

```
[Options]
EnableReportTestConfirmation=1
```

Here is what the screen will look like when this INI Setting has been added and activated in your jnrrb.ini file.

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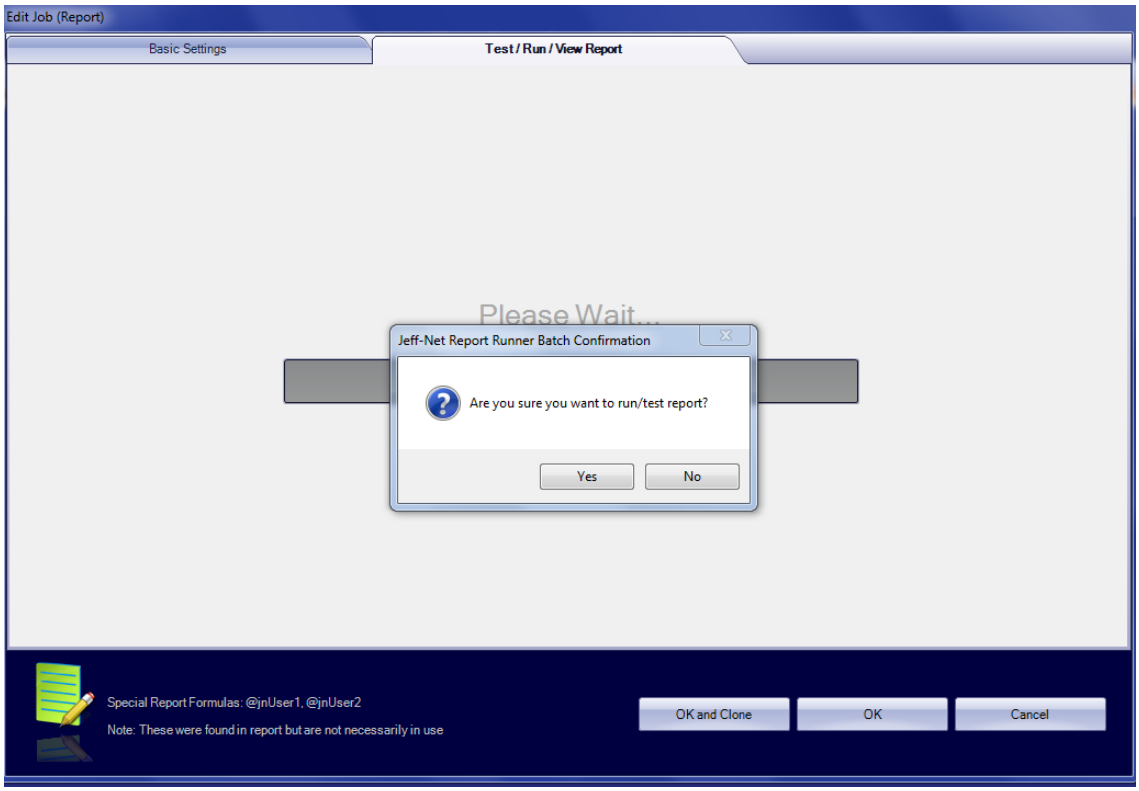

2.1.3.3.2 [PDF] Group Header

The **[PDF] Group Header** is for **Batch-Specific INI Settings** that involve jobs (reports) that are exported to Adobe PDF format.

NOTE: The INI Settings that have YES next to the equal sign are ONLY for if you want to use that particular setting. You do not need to insert the INI Setting and change it NO if you don't want to use it for your Batch File. The default in the Global INI is already set to NO so if you want to override and use it, simply insert the INI Setting.

[PDF] INI Settings with YES:

- PDFMerge=YES
- DeleteInputs=YES
- GeneratePDFBookmarks=YES

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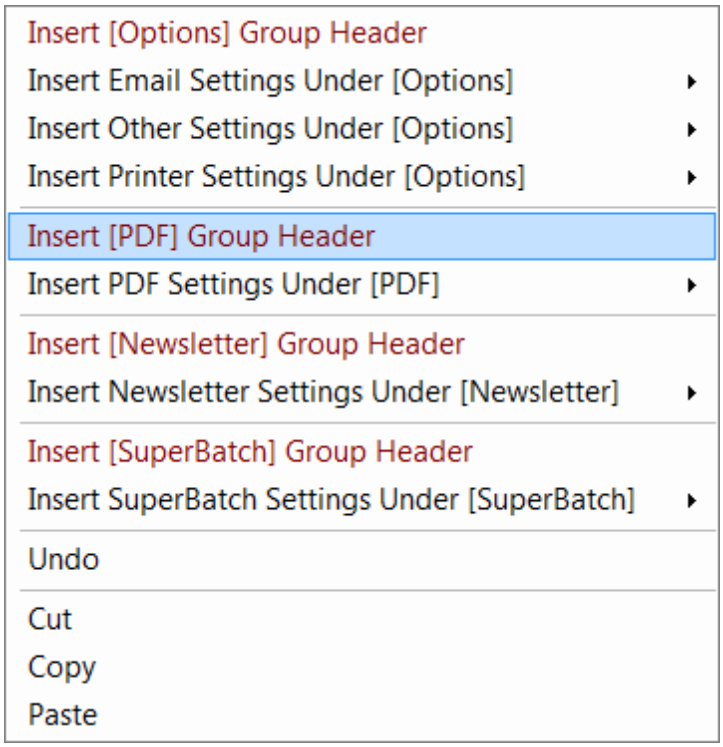

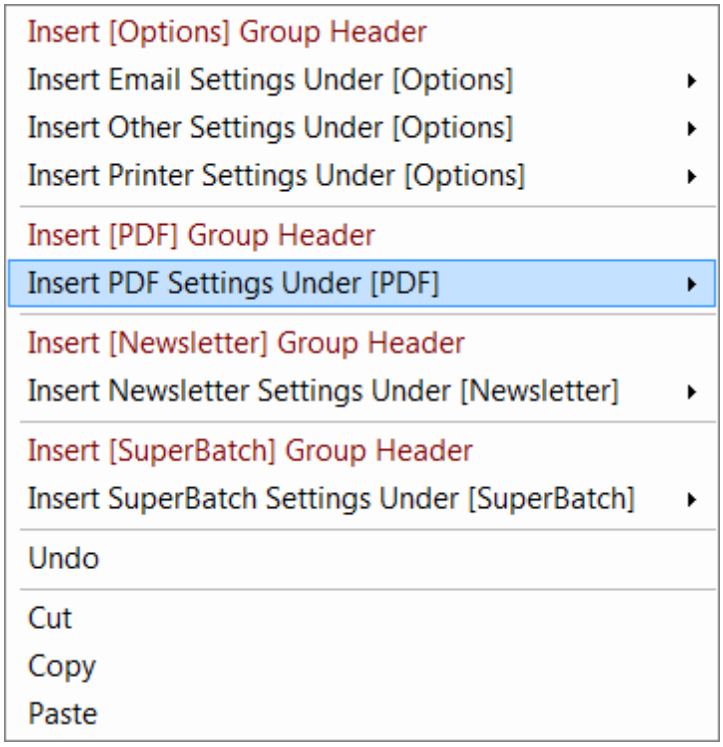

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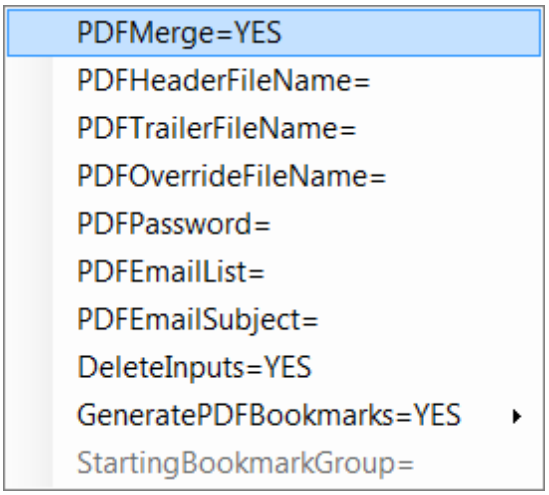

[PDF] Group Header INI Settings

PDFMerge=YES

- This allows you to merge all of your PDF formatted jobs into one PDF file for a single batch.

PDFHeaderFileName=

- This is designed for you to add a “header” PDF file (like a cover page) to your single batch of merged PDFs.

Example: PDFHeaderFileName=FileLocationToYourPDFHeaderFile

PDFTrailerFileName=

- You can add a “trailer” PDF file to end of the single batch of merged PDFs.

Example: PDFTrailerFileName=FileLocationToYourPDFTrailerFile

PDFOverrideFileName=

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- This is for your merged "master" Output File.

Example:PDFOverrideFileName=FileLocationToYourMasterOutputFile

PDFPassword=

- This gives you the opportunity to add a password to protect your final output PDF file. It can not be opened for reading without this password.

Example: PDFPassword=YourPassword

PDFEmailList=

- If you want to Email the final PDF file, set the emails with this.

Example: PDFEmailList=yourname@companyname.com

PDFEmailSubject=

- This allows for you to set the Subject of your Email for a single batch.

Example: PDFEmailSubject=Jeff-Net Report Runner Batch PDF Email Subject

DeleteInputs=YES

- This is designed to clean up/delete all of your PDF Output files in your Batch. Outputs are the Inputs to your PDF merge (i.e. all of the output files from your Batch that you're running to create the final PDF file). Simply insert this INI Setting if you want to Delete Inputs.

GeneragePDFBookmarks=YES

- Generate bookmarks in PDF based on Group Header values. By default, the bookmark values will be based on the group header values. Alternatively, you can place a formula field in the group header section that will be used instead of

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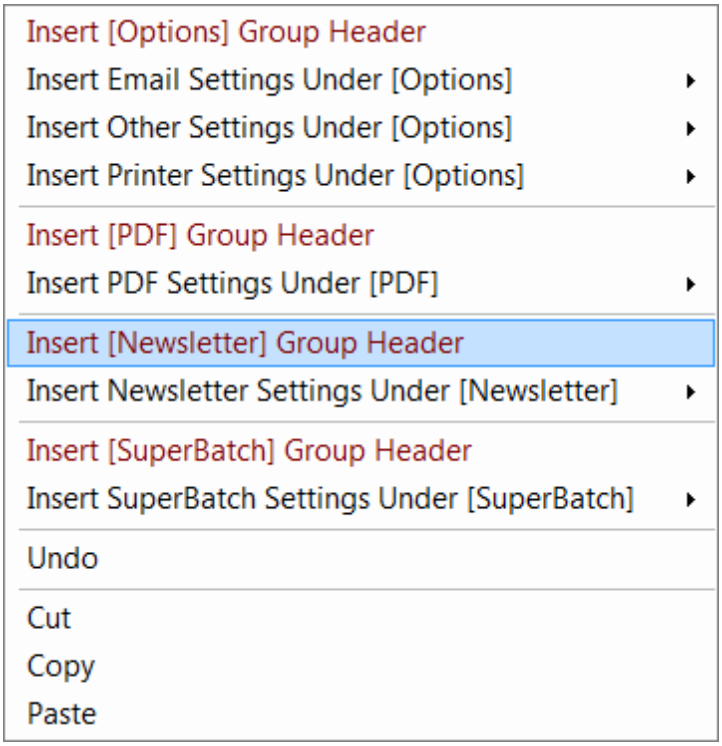
the group header value. Simply name the formula field based on the group header you are modifying. The name of the formula should be named jnBookmarkUserValue1 (or 2 or 3 or 4 all the way to 15). So, just to be clear for group header 1, you would use formula field {@jnBookmarkUserValue1}.

2.1.3.3.3 [New sletter] Group Header

The **[Newsletter] Group Header** is **Batch-Specific INI Settings** that pertain to the Newsletter Templates.

NOTE: The jnMessage is the ONLY setting that pulls data from your report. All other Newsletter jn settings pull from the INI File.



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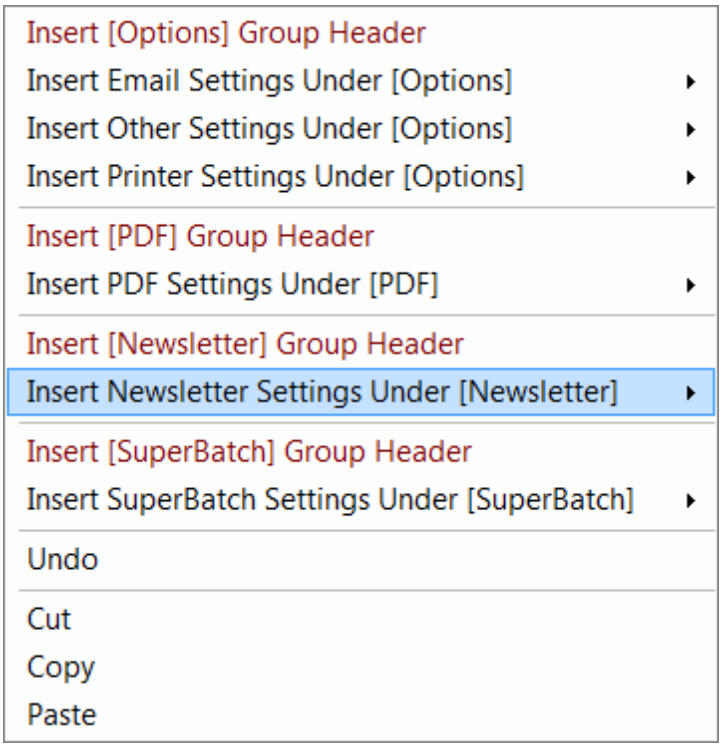
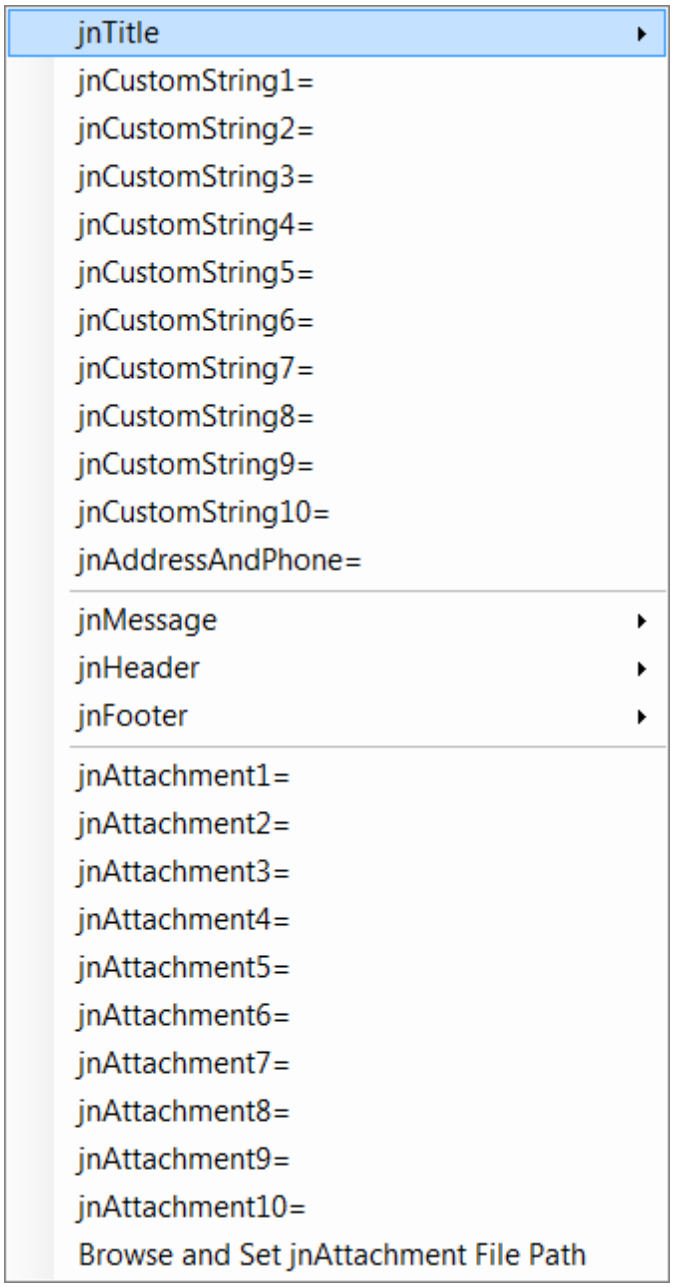


© 2011 Jeff-Net



[Newsletter] Group Header INI Settings

- **jnTitle**

jnTitle=

- **jnTitle=**This is designed to enter the title name for your newsletter.

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- **jnTitle=[SUBJECT]** is designed to use the Subject information.

jnCustomString

jnCustomString1-10=

Each of these jnCustomString settings match according to the jnCustomString placement in the Newsletter Template.

- **jnCustomString1=**
- **jnCustomString2=**
- **jnCustomString3=**
- **jnCustomString4=**
- **jnCustomString5=**
- **jnCustomString6=**
- **jnCustomString7=**
- **jnCustomString8=**
- **jnCustomString9=**
- **jnCustomString10=**

jnAddressAndPhone

jnAddressAndPhone=

This setting is designed to enter in your company address and telephone number.

jnMessage

jnMessage=

This setting is designed to pull the data from your Crystal Report template (.rpt).

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- **jnHeader**

jnHeader=

This setting is designed to enter information for the Header field in the Newsletter template.

- **jnFooter**

jnFooter=

This setting is designed to enter information for the Footer field in the Newsletter template.

- **jnAttachment**

jnAttachment1-10=

Each of these jnAttachment settings allows up to 10 attachments to be added to your Newsletter. Simply place the path where the file is located after the equal sign =.

NOTE: There is an easy way to obtain the path location without having to go outside the program. See the Browse and Set jnAttachment File Path INI Setting for an example on how this works. Very cool!

- **jnAttachment1=**
- **jnAttachment2=**
- **jnAttachment3=**
- **jnAttachment4=**
- **jnAttachment5=**
- **jnAttachment6=**

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- **jnAttachment7=**
- **jnAttachment8=**
- **jnAttachment9=**
- **jnAttachment10=**

Browse and Set jnAttachment

Browse and Set jnAttachent File Path

This is designed to help you Browse and Set YOUR jnAttachment File Path. See below for an example on how this works.

Example:

```
[Newsletter]
jnAttachment1=
```

1) Assuming you already have Report Runner Batch open and also your Batch File.

2) Select the INI Settings button to open the INI Settings window.

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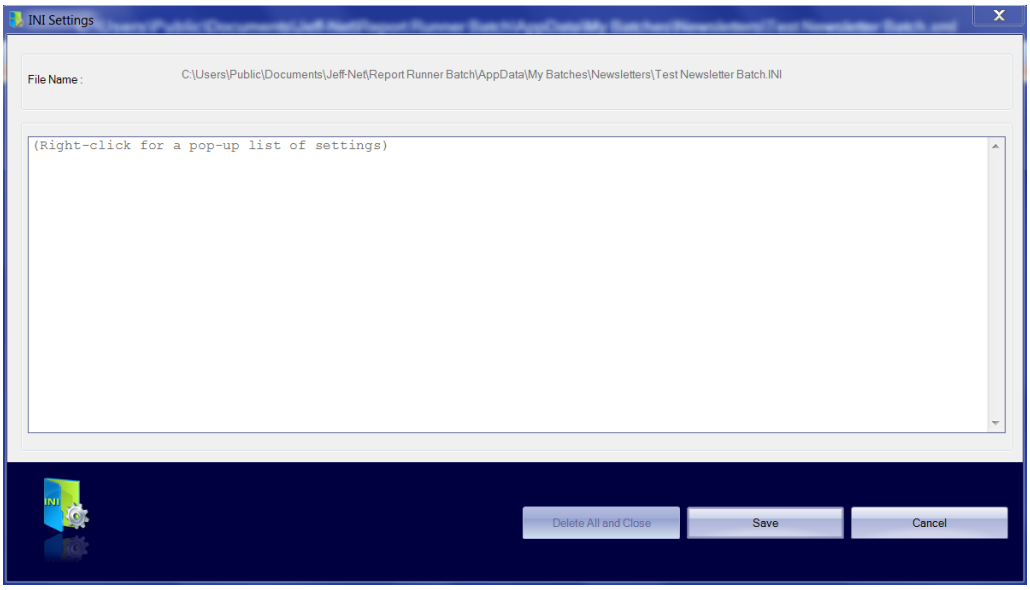
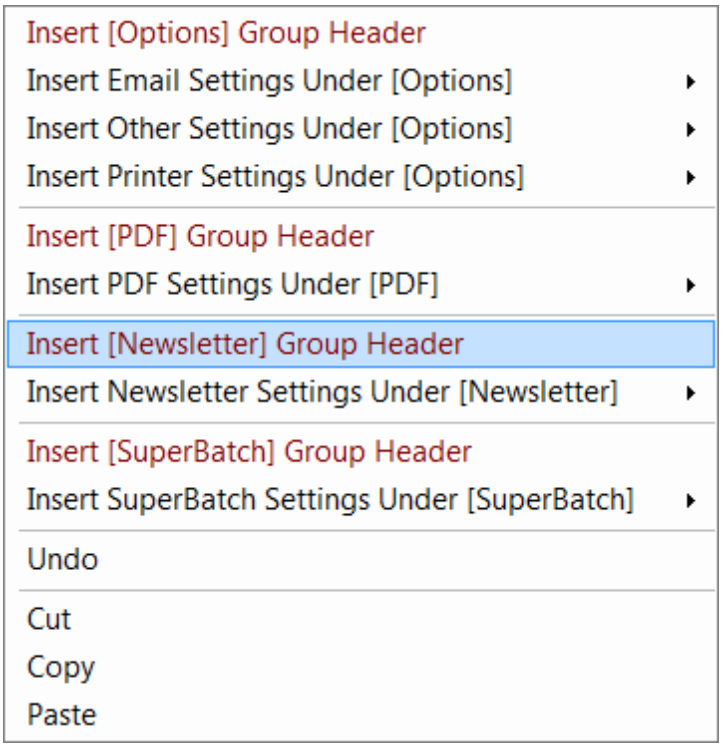


3) Right-click for the pop-up list of settings.

4) Select and insert the **[Newsletter] Group Header** in RED, FIRST. That is if you don't have already have this Group Header listed in INI Settings window.



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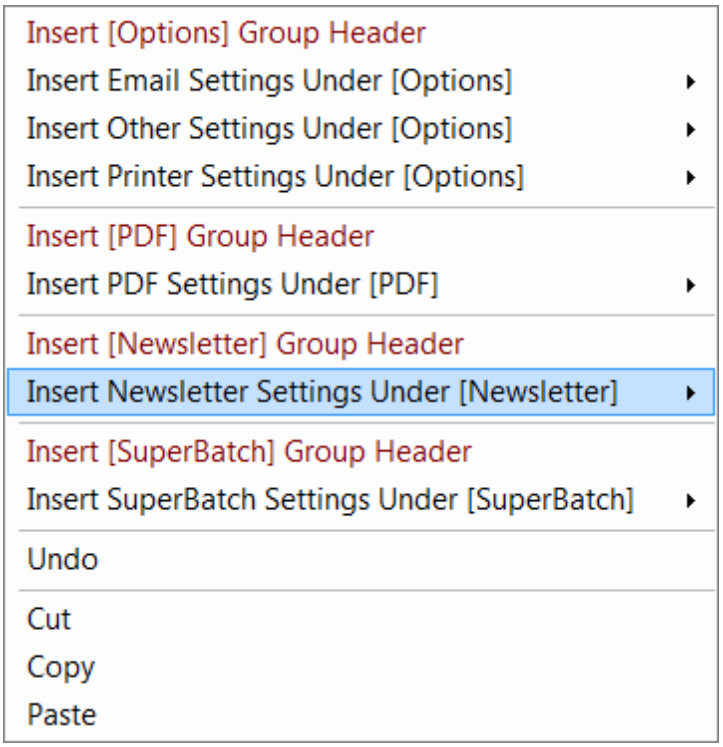
5) Select the **Insert Newsletter Settings Under [Newsletter]** to bring up the options to insert.



6) Select the **jnAttachment1=** setting

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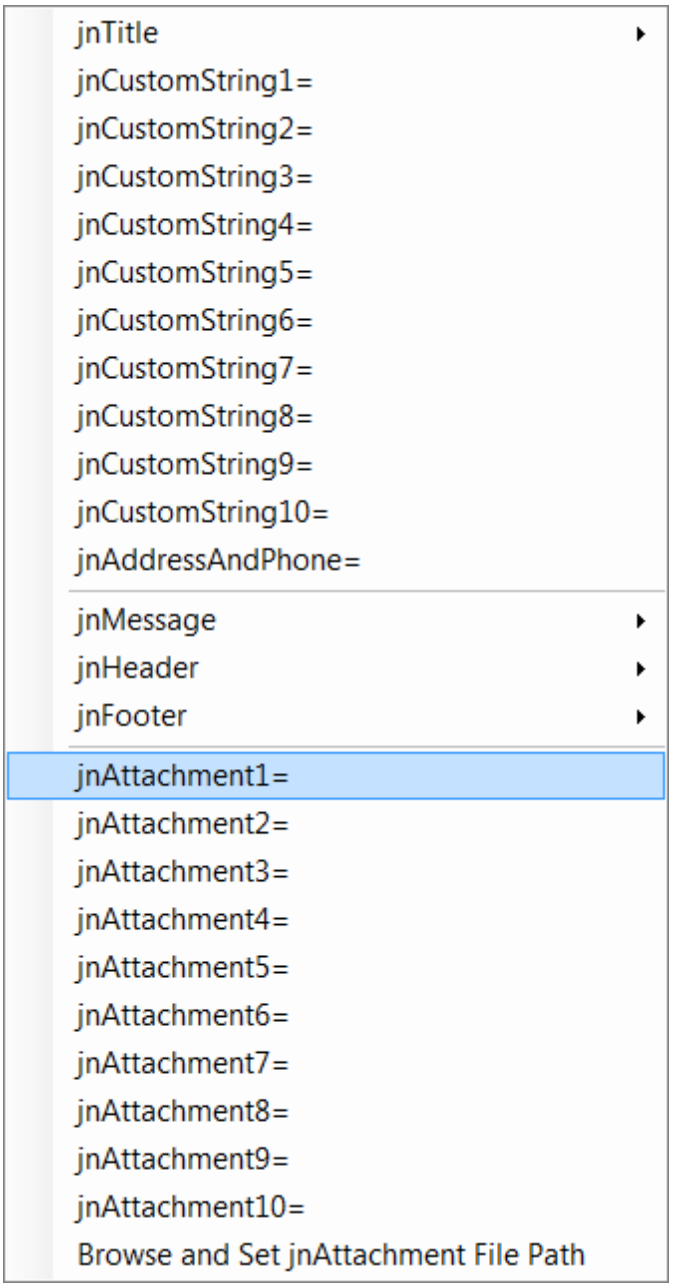

7) At this point in the example, we should have the INI Settings window look like this below screen shot.

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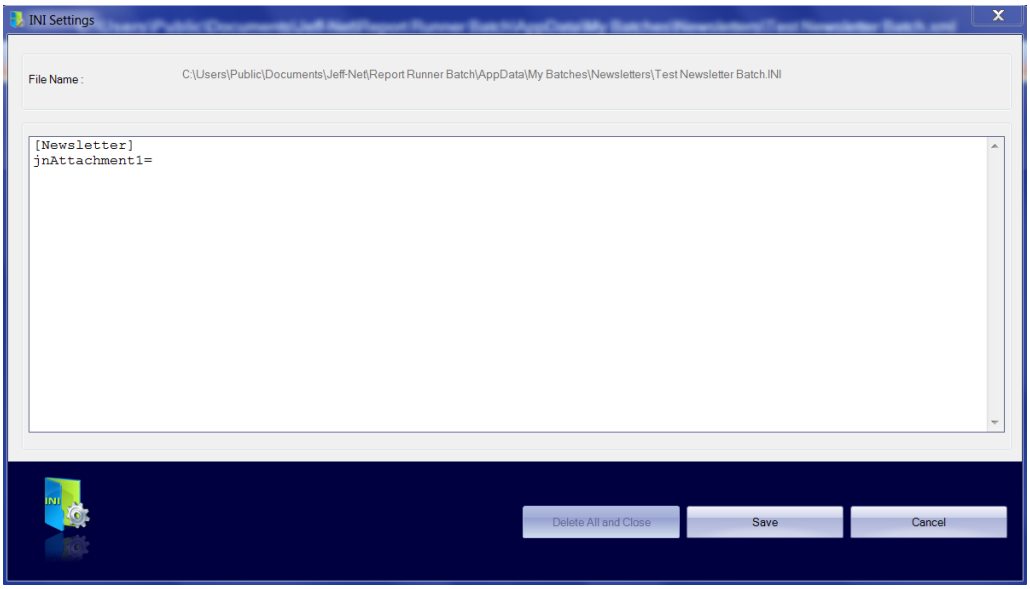

8) Now, simply place your mouse cursor after the jnAttachment1= (equal sign =).

9) Select the **Browse and Set jnAttachment File Path**.

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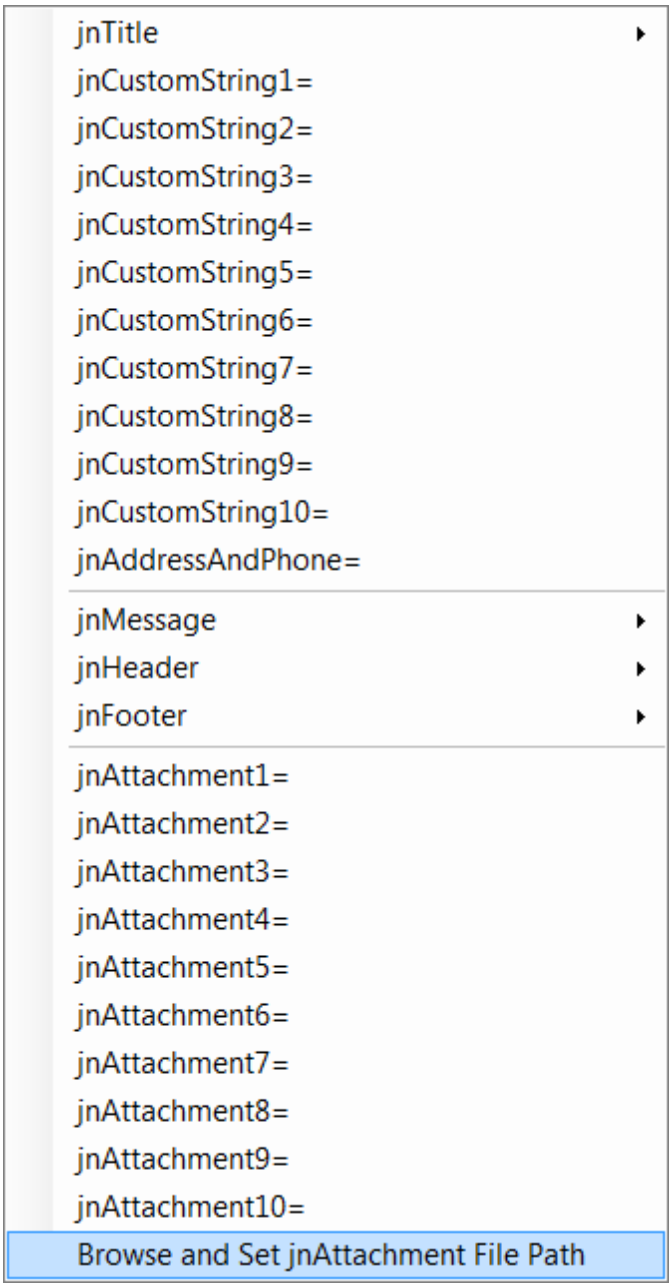

10) You should see the Browse window appear for you to **Select Report Runner Newsletter Attachment File**.

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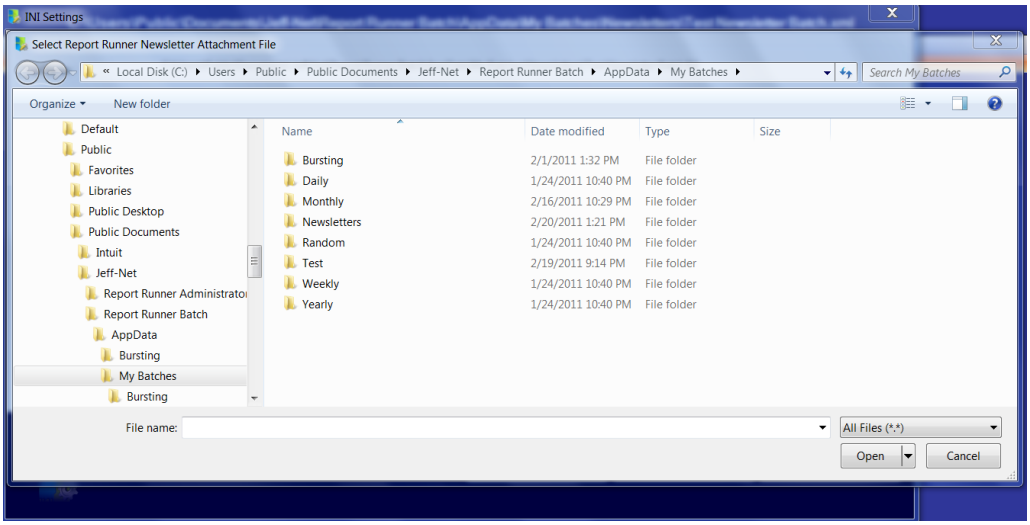
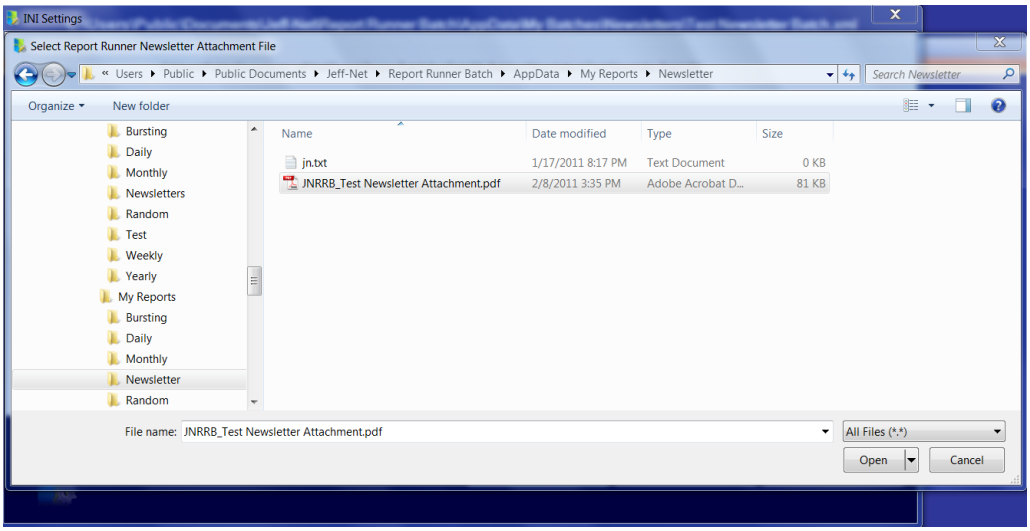


11) Browse through the directories and folders to locate your Attachment File.



12) Once your Attachment File has been selected you can either double click with your mouse or choose the **Open** button to open the file into the INI Settings.

13) You will then see the Attachment File Path displayed for **jnAttachment1** (See below for print screen). From here you can add more jnAttachment settings following the steps again (starting from step 6 to insert the next jnAttachment2 and so)

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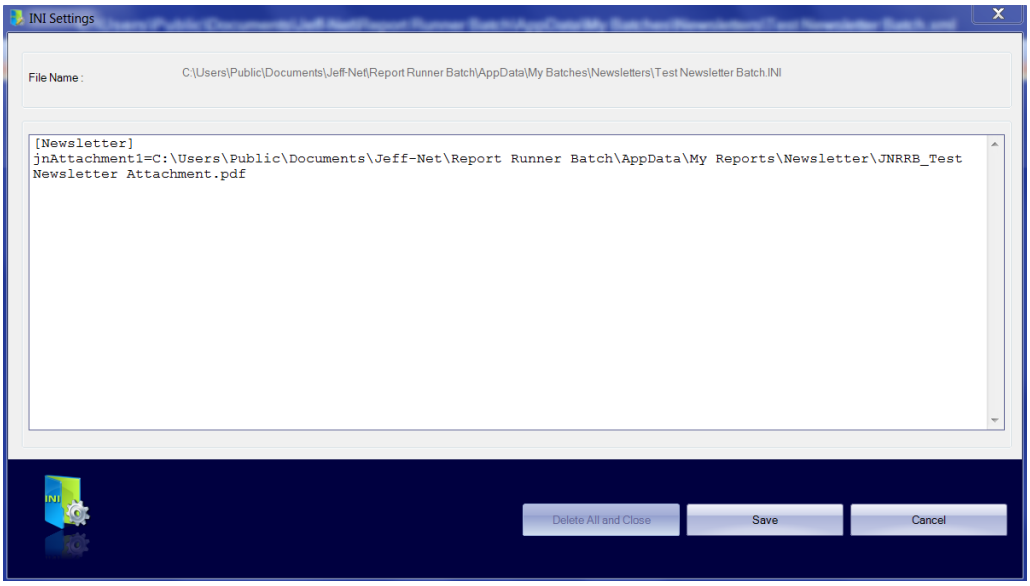
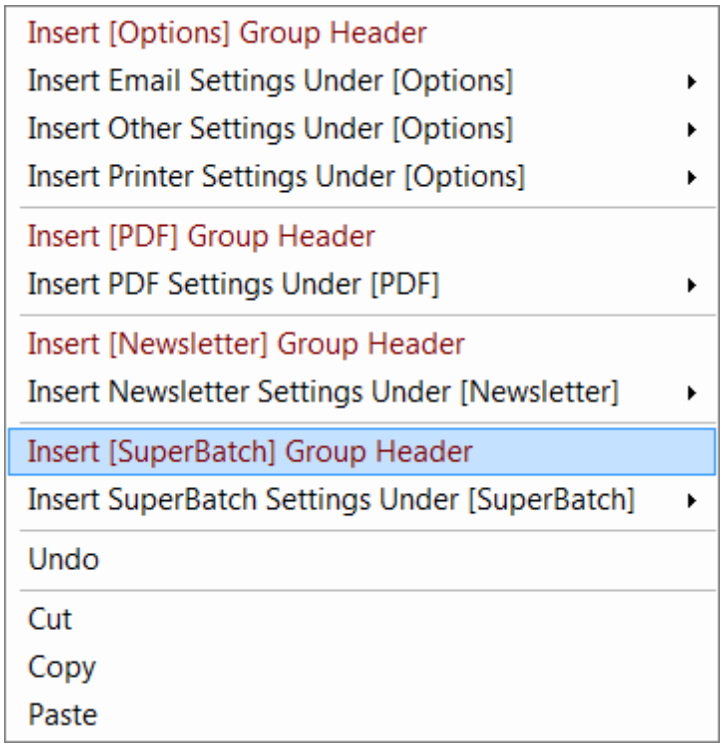


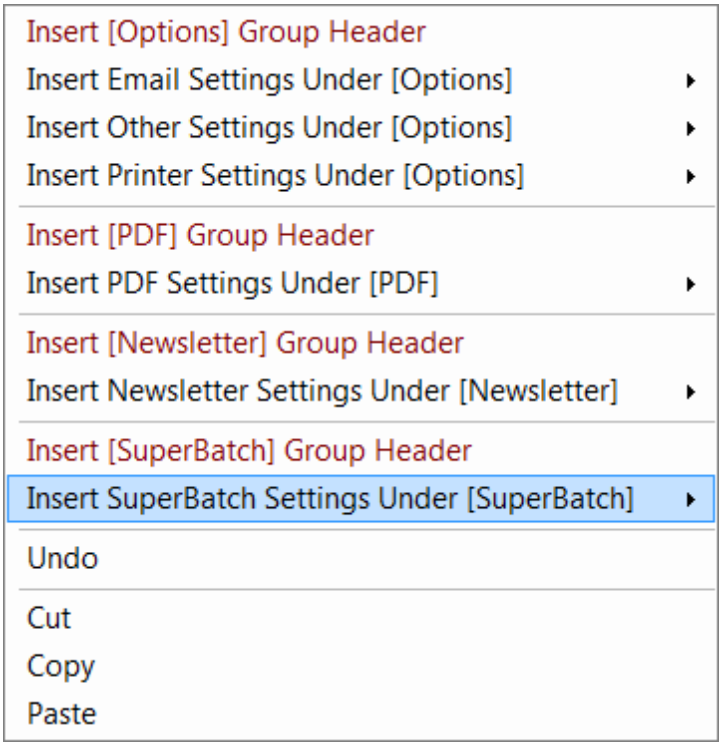
14) After you are done inserting the **jnAttachment** settings, simply choose the **Save** button to save your settings.

2.1.3.3.4 [SuperBatch] Group Header

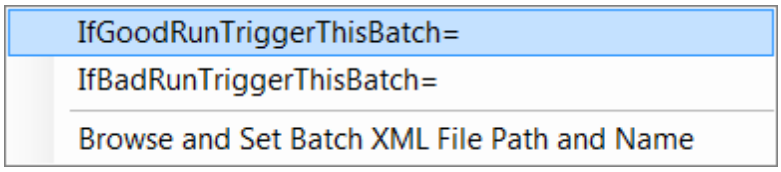
The **[SuperBatch] Group Header** INI Settings are **Batch-Specific INI Settings** to use to trigger other Batches.

SuperBatch™





© 2011 Jeff-Net



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[SuperBatch] Group Header INI Settings

- **IfGoodRunTriggerThisBatch**

IfGoodRunTriggerThisBatch=

- This is designed to Trigger another Batch File if the original Batch is successful (Good). You would enter the File Path and Name of the Batch XML.

Example:

```
[SuperBatch]
IfGoodRunTriggerThisBatch=C:
\Users\Public\Documents\Jeff-Net\Report Runner
Batch\AppData\My Batches\Test\JNRRB_Good Test Batch.
xml
```

NOTE: See the Browse and Set Batch XML File Path and Name Setting for details on how to easily obtain the File Path and Name of the Batch XML without having to leave the program.

- **IfBadRunTriggerThisBatch**

IfBadRunTriggerThisBatch=

- This is designed to Trigger another Batch File if the original Batch has failed (Bad). You would enter the File Path and Name of the Batch XML.

Example:

```
[SuperBatch]
IfBadRunTriggerThisBatch=C:
\Users\Public\Documents\Jeff-Net\Report Runner
Batch\AppData\My Batches\Test\JNRRB_Bad Test Batch.
xml
```

NOTE: See the Browse and Set Batch XML File Path and Name Setting for details on how to easily obtain the File Path and Name of the Batch XML without having to leave the program

- **Browse and Set Batch XML File Path and Name**

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Browse and Set Batch XML File Path and Name

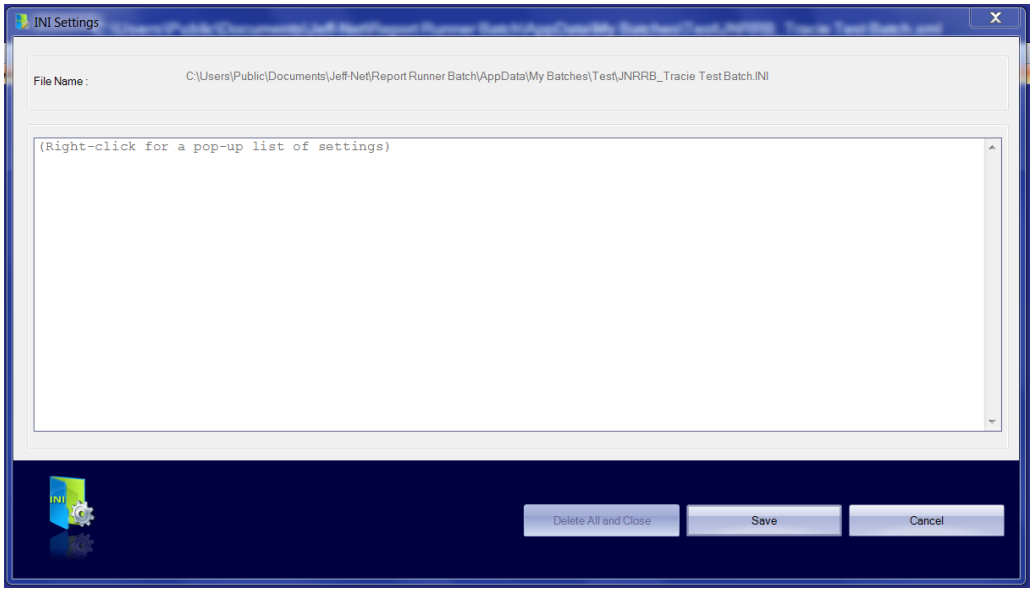
- This is designed to use while creating the previous two (2) SuperBatch INI Settings. See below on example how this cool feature works.

Example:

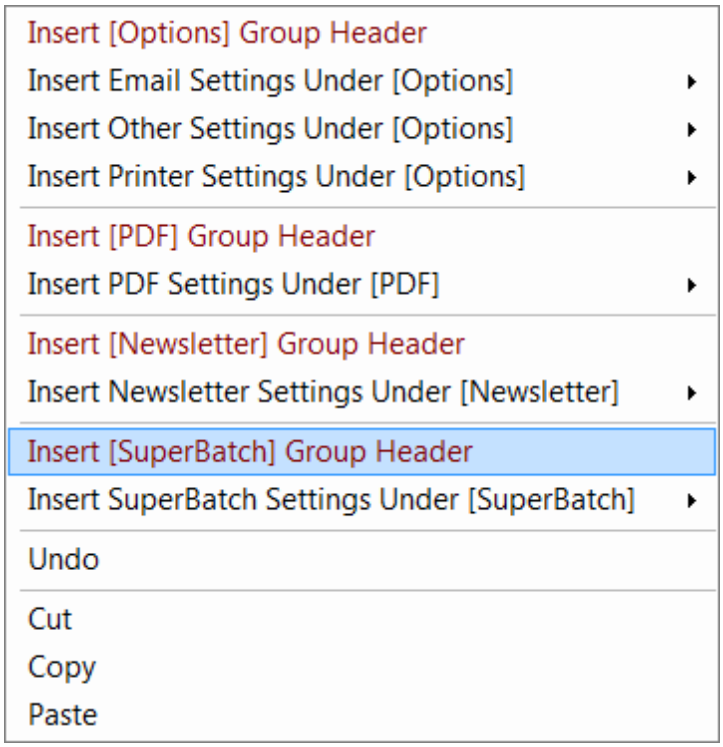
```
[SuperBatch]
IfGoodRunTriggerThisBatch=C:
\Users\Public\Documents\Jeff-Net\Report Runner
Batch\AppData\My Batches\Test\JNRRB_Good Test Batch.
xml
```

1) Assuming you have your original Batch File open. Select Home menu and then choose INI Settings.

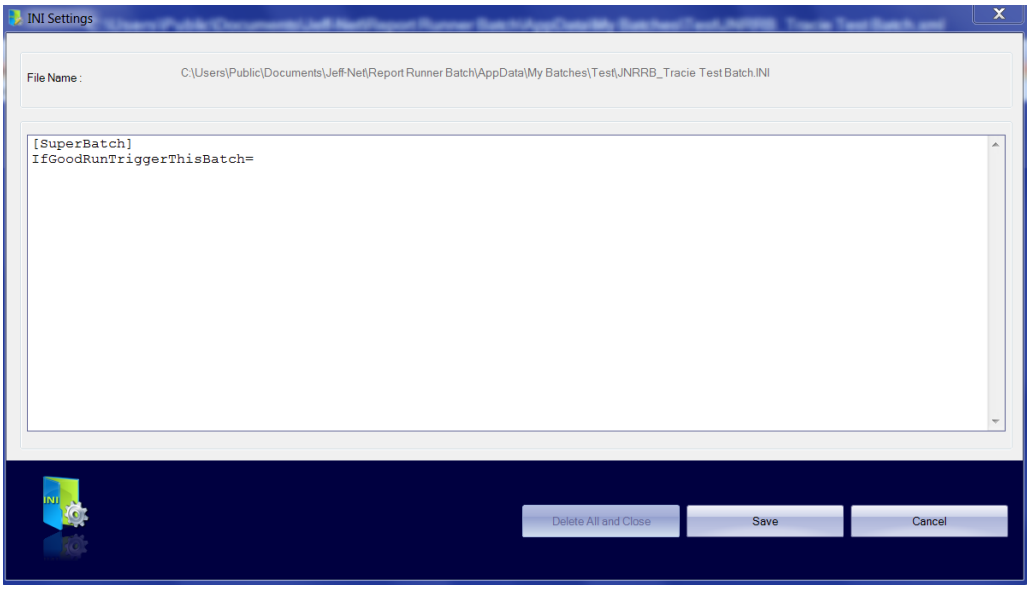
2) Right-click (in the white area of the INI Settings window) to display the INI Settings and select/insert the **[SuperBatch] Group Header** in RED, FIRST.



© 2011 Jeff-Net



3) Then right-click again to display INI Settings menu and select/insert the **IfGoodRunTriggerThisBatch=** from the [SuperBatch} Group. At this point, you should have your SuperBatch INI Settings look like this below.



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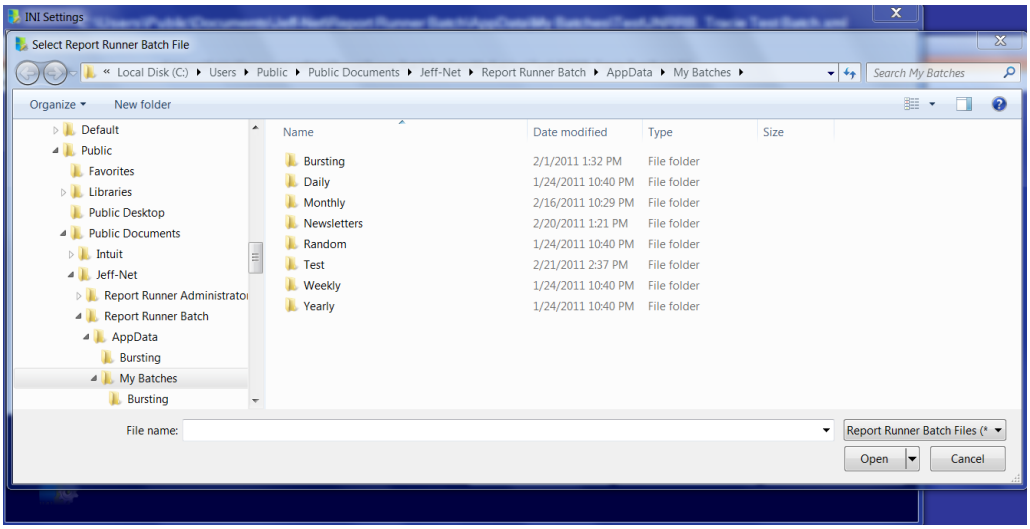
4) Place your mouse cursor at the end of the **IfGoodRunTriggerThisBatch=**

5) Right-click to display the INI Settings menu again and select the option **Browse and Set Batch XML File Path and Name**.You should see the Select Report Runner Batch File window to allow you to locate your Batch XML File Path and Name.



6) After you have found your Batch XML Path and Name, simply select the Open button or double-click with your mouse.

More Information

See Also:

- SuperBatch for more details on this function.
- Scheduler on how you can schedule your SuperBatch™.

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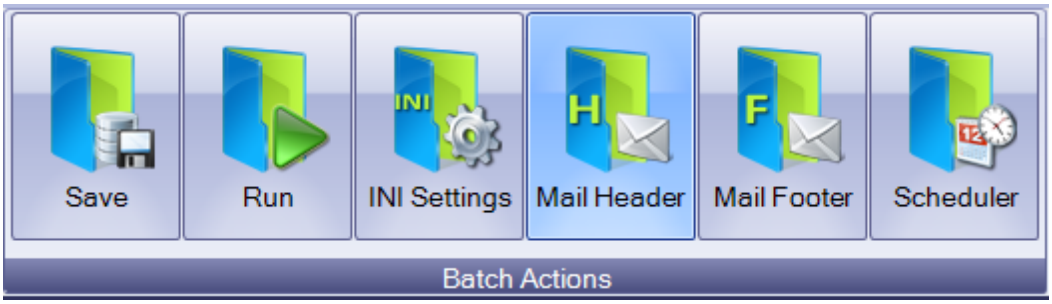
2.1.3.4 Mail Header

Report Runner Batch will insert a custom **Mail Header** into your Email when you schedule your **Batch File** to send via Mail. This option is active when your Batch File is open.

How To Create A Mail Header

1) With your **Batch File** open, select **Mail Header** from the **Home** menu (Batch Actions Category).



2) The **Mail Header** window will appear.

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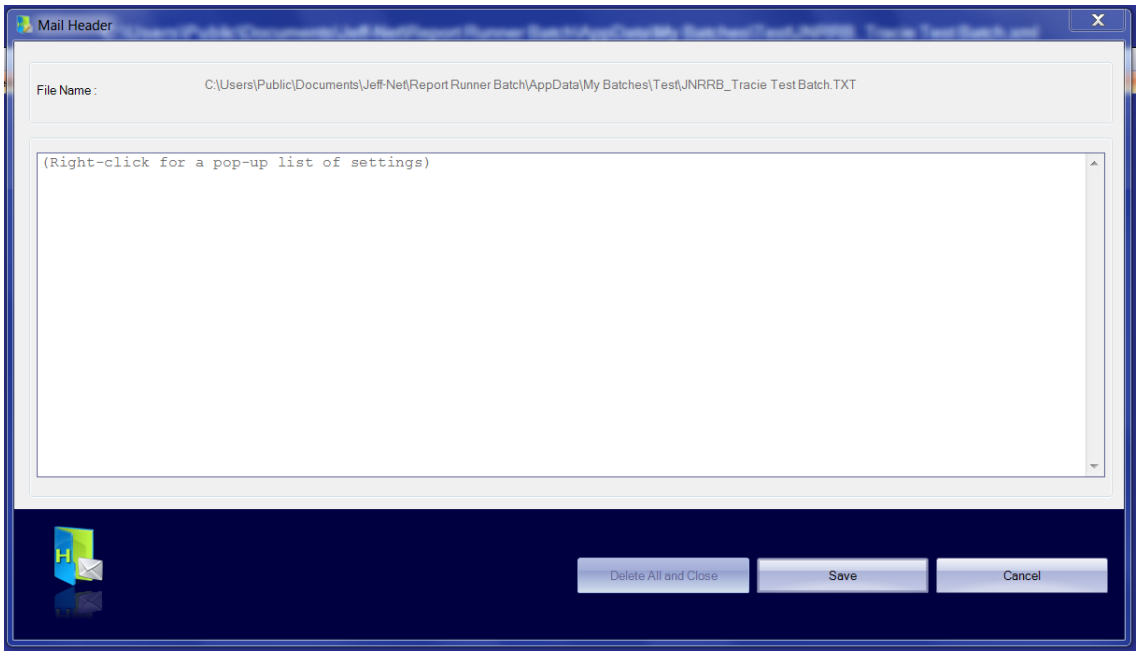
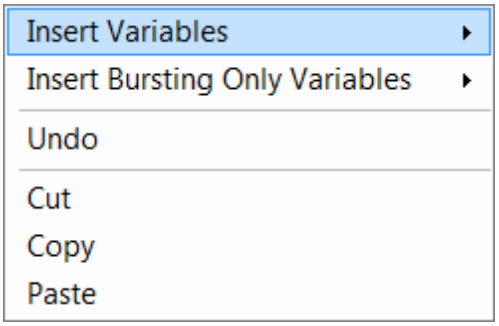


3) Right-click with your mouse anywhere in the **Mail Header** text area for the pop-up list of settings. You can pull user-defined values from your report and insert them in your Report Header Templates.



4) Or you simply type in a generic **Mail Header** message for your Batch File.

5) Click on **Save** to save your settings.

Note: Once you have added a Mail Header to your Batch File, you will see a pencil over the Mail Header button indicating your Batch File has a Mail Header attached.

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More Information

See Also:

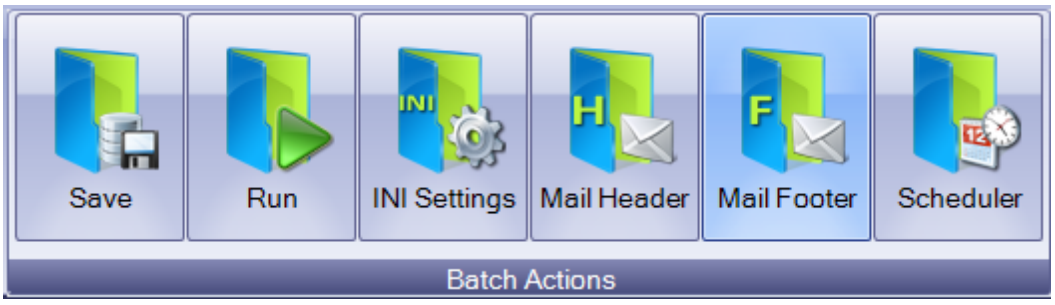
- Jeff-Net Variables

2.1.3.5 Mail Footer

Report Runner Batch will insert a custom **Mail Footer** into your Email when you schedule your **Batch File** to send via Mail. This option is active when your Batch File is open.

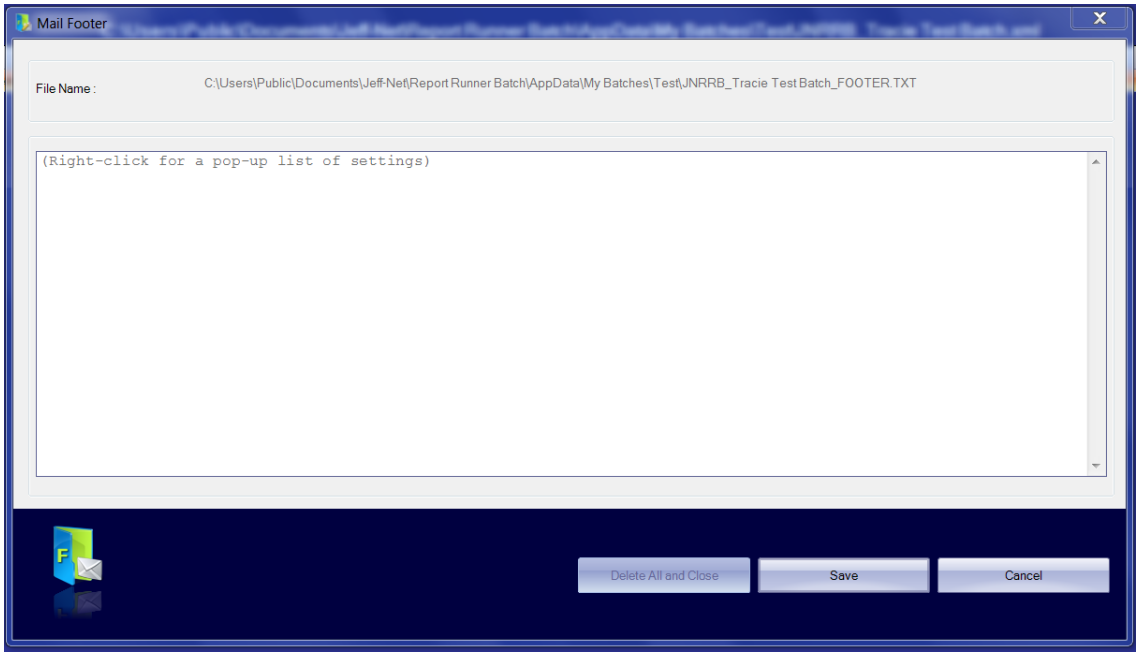
How To Create A Mail Footer

1) With your **Batch File** open, select **Mail Footer** from the **Home** menu (**Batch Actions** Category).

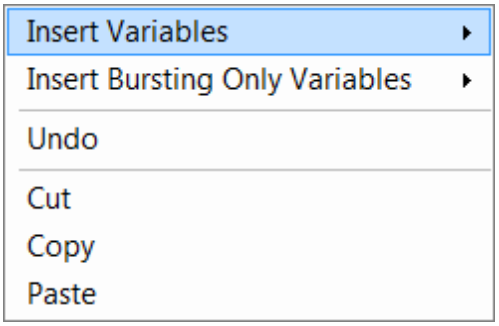


© 2011 Jeff-Net

2) The **Mail Footer** window will open.



3) Right-click with your mouse anywhere in the **Mail Footer** text area for the pop-up list of settings.



4) Or you simply type in a generic **Mail Footer** message for your **Batch File**.

5) Click on **Save** to save your settings.

Note: Once you have added a Mail Footer to your Batch File, you will see a pencil over the Mail Footer button indicating your Batch File has a Mail Footer attached.

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More Information

See Also:

- Jeff-Net Variables

2.1.3.6 Scheduler

While we still use the **Windows Task Scheduler**, all scheduling can be done from the **Scheduler** in **Report Runner Batch**. We build the schedules for you and link them to your batches.

Important Notes:
*** Depending upon the Windows Operating System the Service Account Option in the Scheduler may not recognize mapped network drives to locate the Batch Job (report) you are trying to schedule.**
*** We highly recommend saving your Batch Files in the default "My Batches" subfolder of the AppData directory (that should be on your LOCAL C Drive) that we have created for you (Example: C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches) Storing them on the network only adds to security complexity. Due to these securities, network drives are sometimes not available to the Scheduler.**

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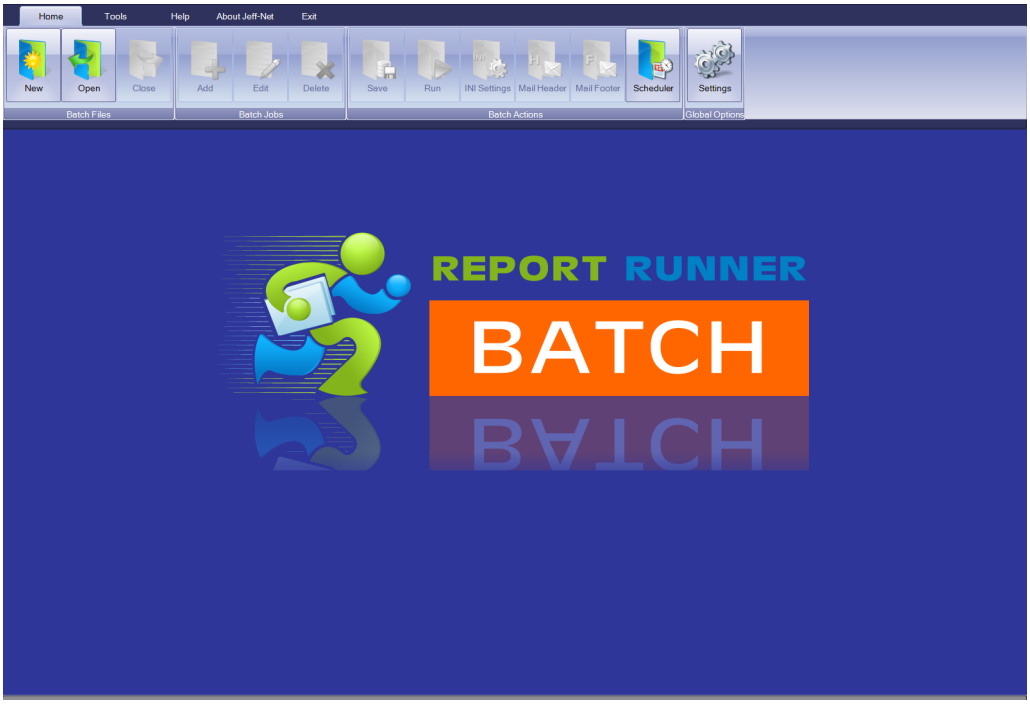
Scheduler Options

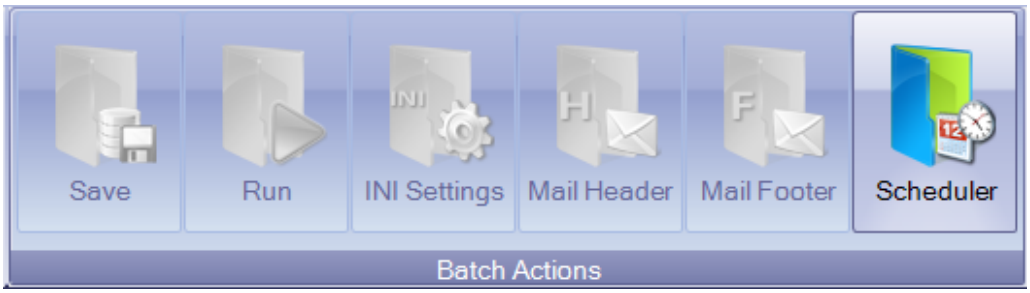
There are three (3) options that the **Scheduler** is active for you in Report Runner Batch. We have briefly covered all three (3) for your review.

Scheduler WITHOUT A Batch File Open

1) You can immediately access the **Scheduler** when you launch **Report Runner Batch**.



2) Select the **Scheduler** Button in the **Batch Actions**.



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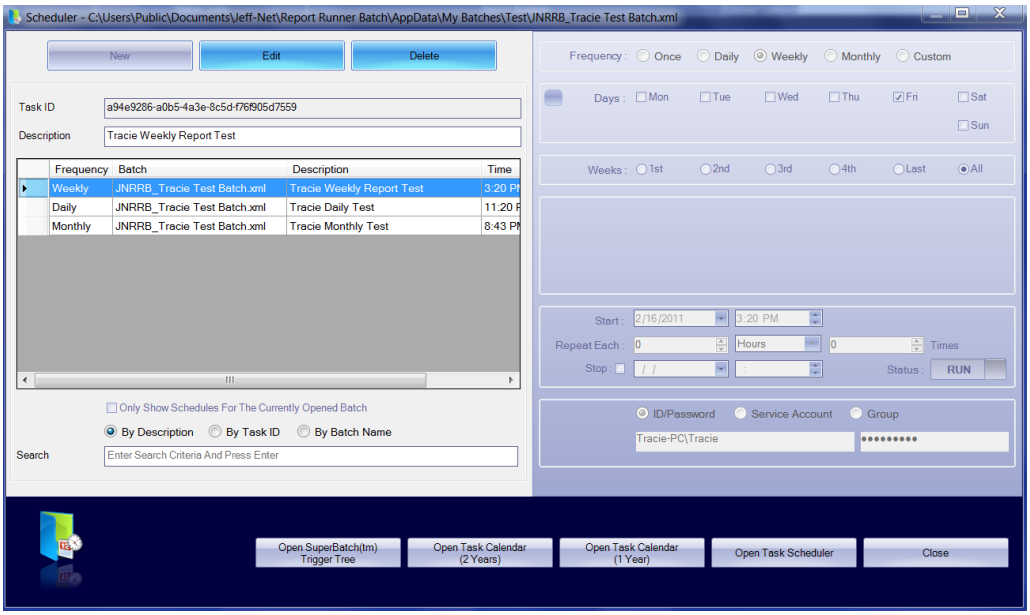
3) Going this route with the **Scheduler**, it will display **ALL** Batch Schedules you have created. This is a wonderful feature that allows you to view, edit all your batches within Report Runner Batch.



Scheduler WITH A Batch File Open

1) Launch **Report Runner Batch** and Open a **Batch File**.

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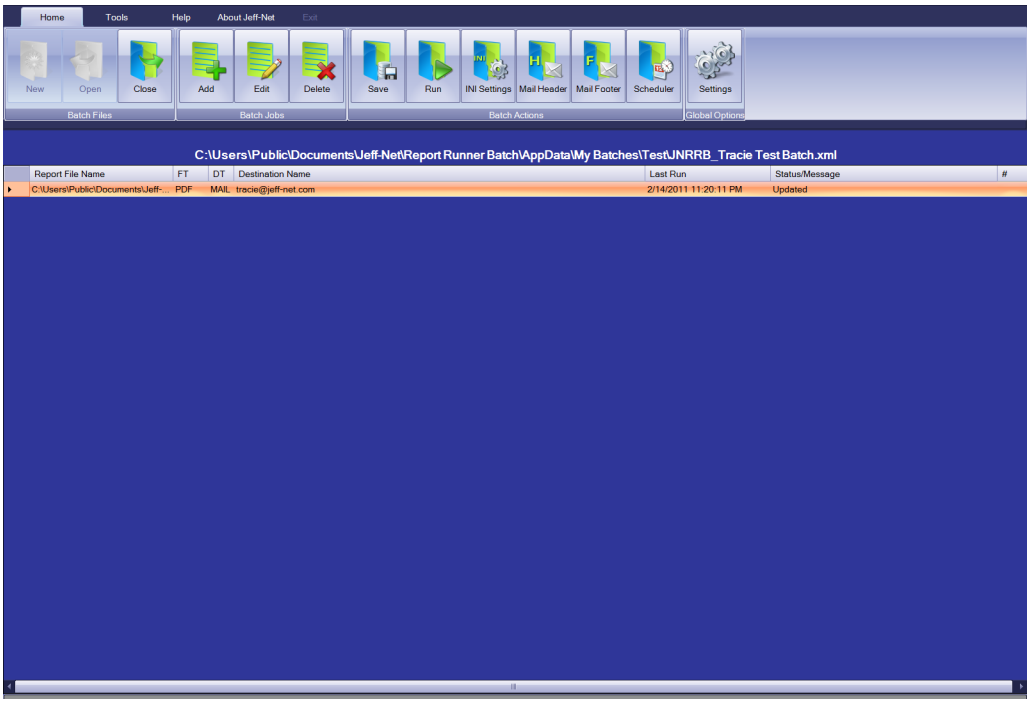
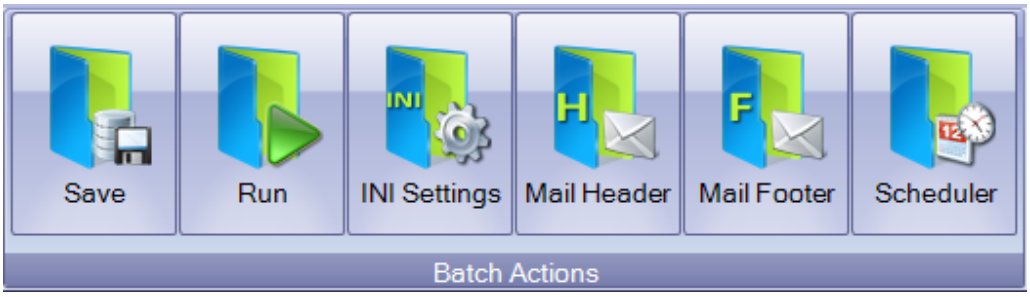


2) Select the **Scheduler** Button in the **Batch Actions**.



3) The **Scheduler** will display ONLY for that particular **Batch Schedule**.

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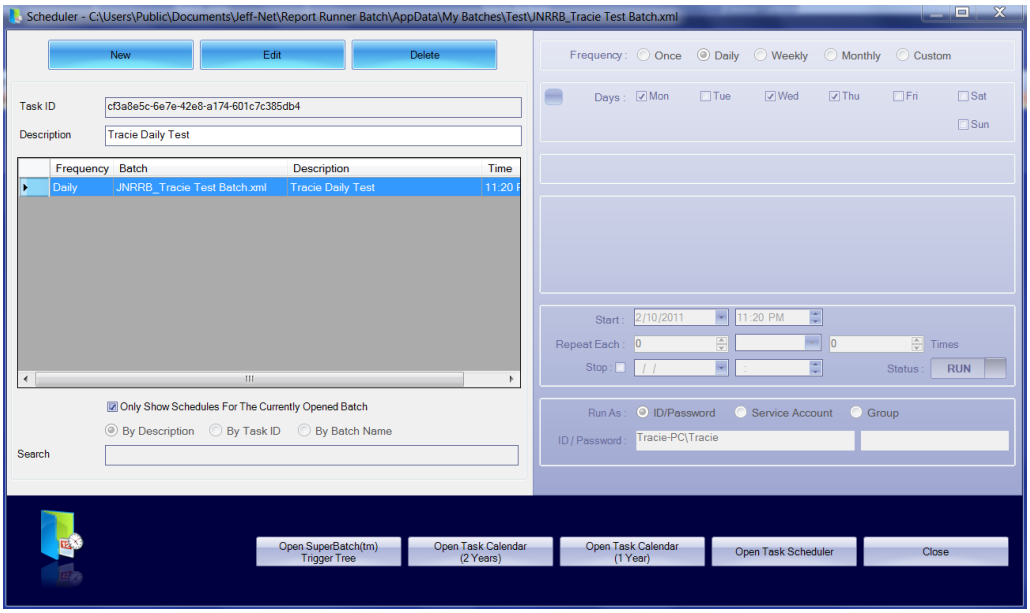
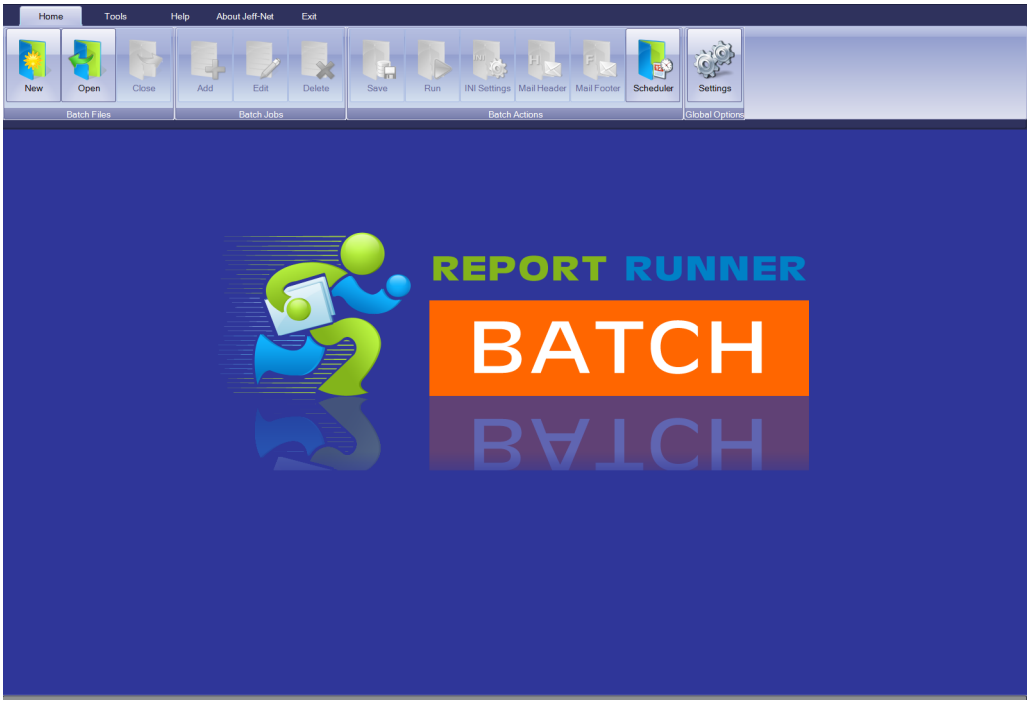


Scheduler WITH a NEW Batch File

1) Launch **Report Runner Batch** and select **New** to create a **New Batch File**.



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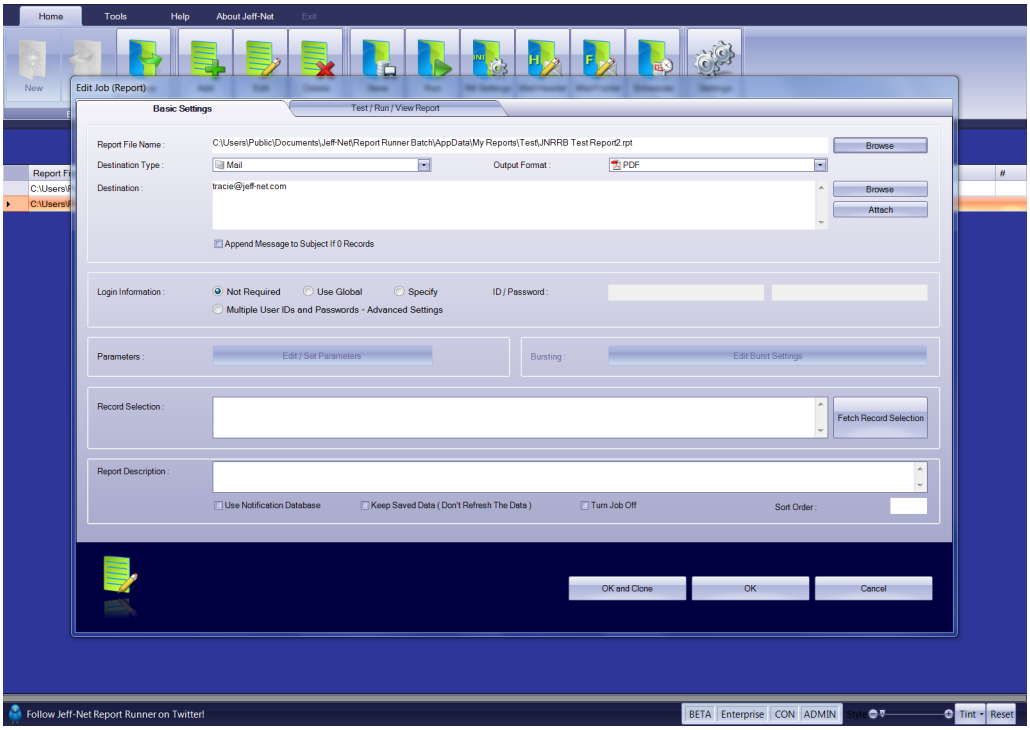
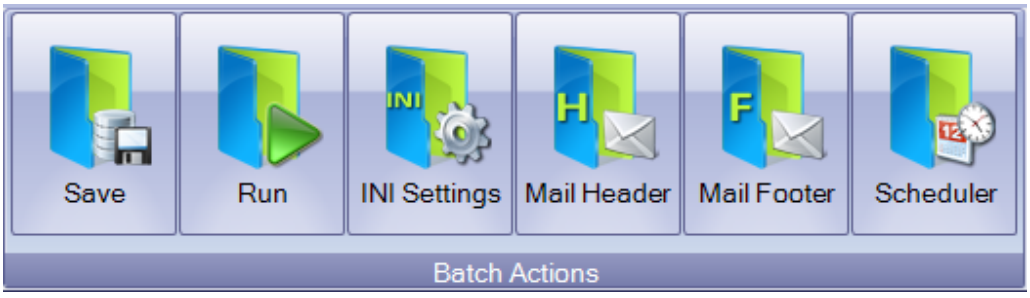
2) Finalize all the Basic settings in the **Edit Job** Screen.



3) Then make sure to **SAVE** your **Batch File**.

4) Select the **Scheduler** Button to schedule your **Batch File**.



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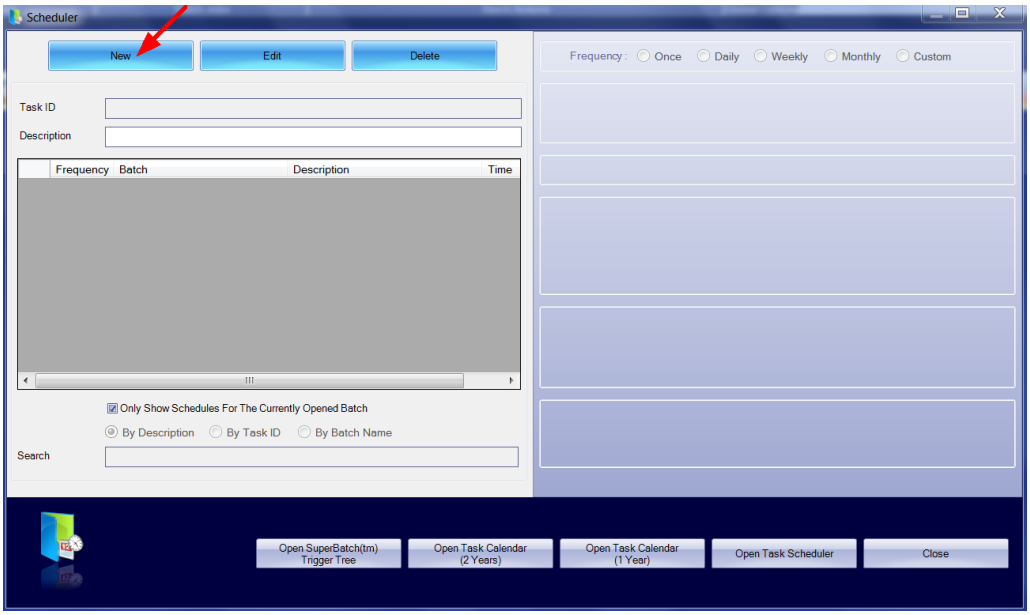
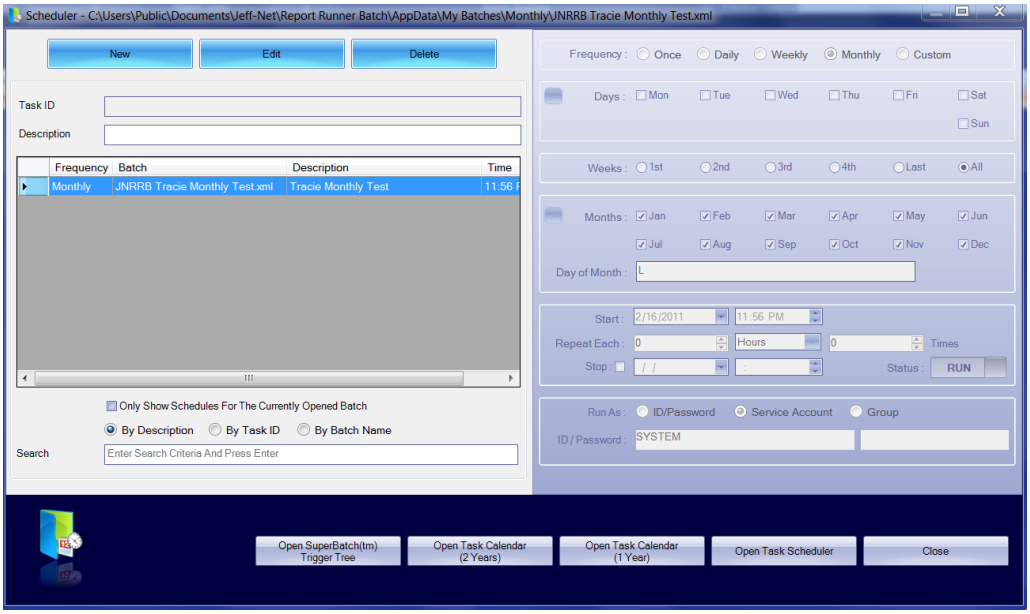
5) Select **New** from the Scheduler.



6) Select the necessary information for your Scheduled Batch and make sure to **SAVE** it. You will see from this example below that we have scheduled it to run "monthly" and on the "last" day of the month by indicating the "L" in the Day of the Month field.


Scheduler - C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Monthly\JNRRB Tracie Monthly Test.xml
New
Edit
Delete
Frequency : Once Daily Weekly Monthly Custom
Task ID
Description
Frequency Batch Description Time
Monthly JNRRB Tracie Monthly Test.xml Tracie Monthly Test 11:56
Days : Mon Tue Wed Thu Fri Sat Sun
Weeks : 1st 2nd 3rd 4th Last All
Months : Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Day of Month : L
Start : 2/16/2011 11:56 PM
Repeat Each : 0 Hours 0 Times
Stop :
Status : RUN
Only Show Schedules For The Currently Opened Batch
By Description By Task ID By Batch Name
Search
Enter Search Criteria And Press Enter
Run As : ID/Password Service Account Group
ID / Password : SYSTEM
Open SuperBatch(tm) Trigger Tree
Open Task Calendar (2 Years)
Open Task Calendar (1 Year)
Open Task Scheduler
Close

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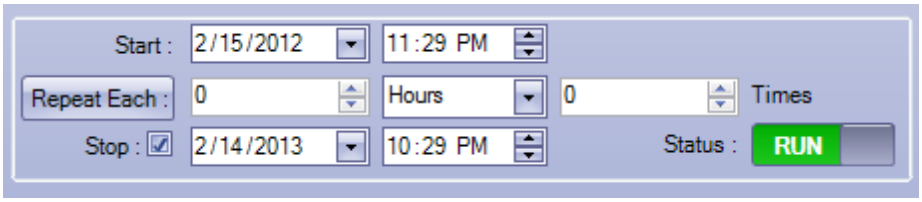
7) Once you are done and have SAVED your Scheduled Batch, then select the **Close** Button.

Scheduler Tips

- As of version 2012.20 we have added a new feature in the Scheduler. "**Do Not Run**" calendars have been added. This allows you to specify that any batch never run on the "jnMaster" calendar or create an unlimited amount of custom calendars and specifically assign those to batches. The dates you specify are a simple format of MMDD. For example, if you wanted to keep batches from running on Halloween and Christmas, you could create a "MyHolidays" and set it to "1031, 1225". You would then set a batch-specific do not run calendar setting. (See bottom of this news release for Calendar settings to add to the bottom of your JNRRB.INI). Note, these calendars are not visually integrated in the Scheduler functionality at this time. The Scheduler will still show a batch "scheduled" to run on a certain day, but rest assured, if you have a do not run calendar set for the batch, the batch will start and exit successfully with a calendar message.

- If you double-click on the "**Repeat Each**" button, it will launch the Scheduler Assistant to help how you would like to run your batch.



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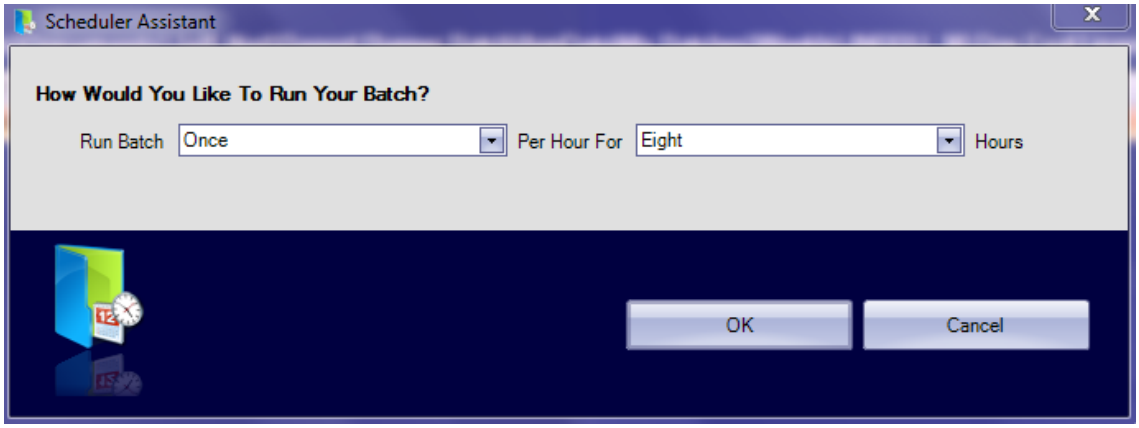

More Information

See Also:

- Online Videos for additional training on more details on how to schedule your batches!
- SuperBatch™ for more details on this function.

2.1.4 Settings - Global Options

Settings - Global Options allows for your settings to be implemented across the board for all your batches and jobs within Report Runner Batch.

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Tasks Covered In This Section

Settings - Global Options

- File, Path, & Folder Settings
- Mail Settings
- Database Settings

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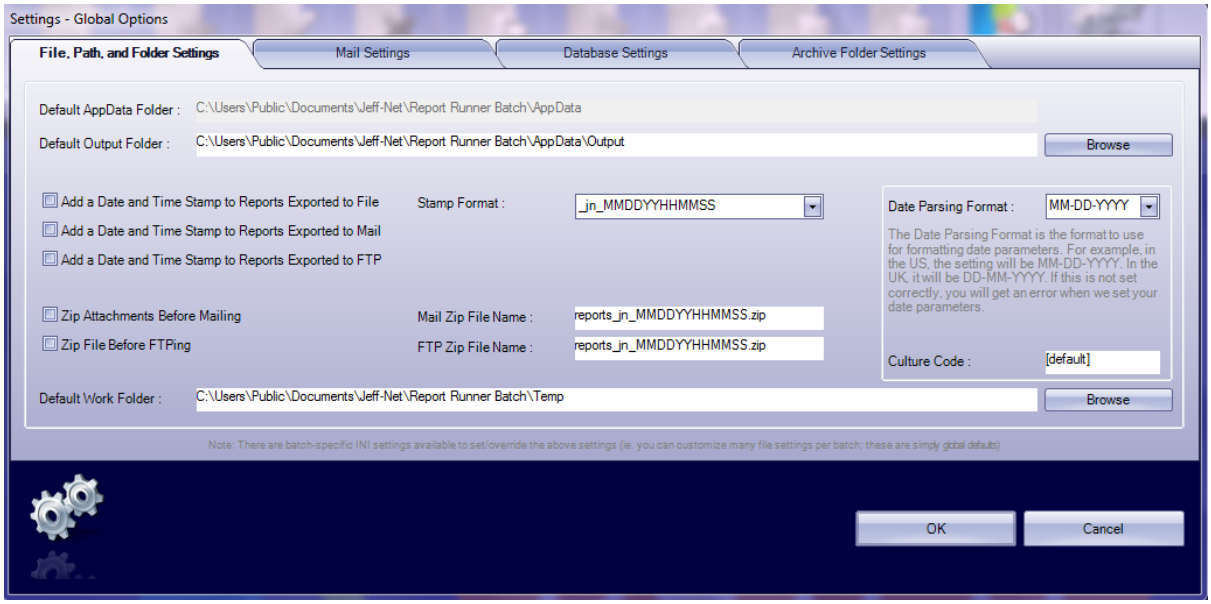
2.1.4.1 File, Path, & Folder Settings

When exporting your data within Report Runner Batch, these global settings allow for customization when working with **File, Path and Folder Settings**.

File, Path and Folder Settings


Settings - Global Options
File, Path, and Folder Settings
Mail Settings
Database Settings
Archive Folder Settings
Default AppData Folder :
C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData
Default Output Folder :
C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\Output
Browse
Add a Date and Time Stamp to Reports Exported to File
Add a Date and Time Stamp to Reports Exported to Mail
Add a Date and Time Stamp to Reports Exported to FTP
Stamp Format :
_jn_MMDDYYHHMMSS
Date Parsing Format :
MM-DD-YYYY
The Date Parsing Format is the format to use for formatting date parameters. For example, in the US, the setting will be MM-DD-YYYY. In the UK, it will be DD-MM-YYYY. If this is not set correctly, you will get an error when we set your date parameters.
Zip Attachments Before Mailing
Zip File Before FTPing
Mail Zip File Name :
reports_jn_MMDDYYHHMMSS.zip
FTP Zip File Name :
reports_jn_MMDDYYHHMMSS.zip
Culture Code :
[default]
Default Work Folder :
C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\Temp
Browse
Note: There are batch-specific INI settings available to set/override the above settings (ie. you can customize many file settings per batch; these are simply global defaults)
OK
Cancel

- **Default AppData Folder**
  - **Default AppData Folder** - This option has been set during the installation and should not be changed. That is why it has been disabled.

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Default Output Folder

- **Default Output Folder** - This options is used to set your output folder location when you export your jobs (reports) as the Destination Type "File". You can select the "Browse" button on the right and locate the folder directory of your choice to set your own default output folder.

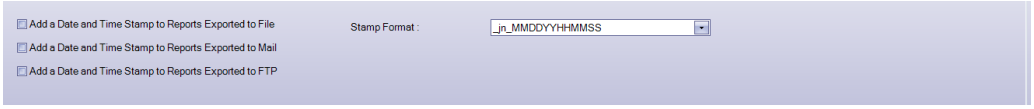
Note: Once this has been selected in the Settings-Global Options will default to this location in the "Destination" box in "Basic Settings" when adding a new job (report). You can change the "Destination" folder location in "Basic Settings" at any time by selecting the "Browse" button for that particular job (report).

Add a Date and Time Stamp

- **Add a Date and Time Stamp to Reports Exported to File** - When you check this option it will add the date and time to the end of your report name when you export to Destination Type as "File" (File Folder Directory).

- **Add a Date and Time Stamp to Reports Exported to Mail** - When you check this option it will add the date and time to the end of your report name when you export to Destination Type as "Mail" (Email). The report will be as an attachment in an email.

- **Add a Date and Time Stamp to Reports Exported to FTP** - When you check this option it will add the date and time to the of your report name when you export to Destination Type as "FTP" (File Transfer Protocol).


Add a Date and Time Stamp to Reports Exported to File
Add a Date and Time Stamp to Reports Exported to Mail
Add a Date and Time Stamp to Reports Exported to FTP
Stamp Format :
_jn_MMDDYYHHMMSS

Note: If you select all three Date and Time Stamp Report Export options

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(File, Mail & FTP); the date and time stamp format selected from the drop down menu will be applied the same for all Exports.

Add a Date and Time Stamp to Reports Exported to File
Add a Date and Time Stamp to Reports Exported to Mail
Add a Date and Time Stamp to Reports Exported to FTP
Stamp Format :
_jn_MMDDYYHHMMSS

- **Stamp Format**

  - **Stamp Format** - This option has a drop down menu with lots of choices to select for your date and time stamp to be added at the end of your report name when exported.

Note: You must check one of the Date and Time Stamp Report Export options (File, Mail & FTP) for the Stamp Format to function properly. See below for examples of what each Stamp Format will look like.

- **Date and Time Stamp Legend**

Date and Time Stamp Legend:

Date

MM = Month
DD = Day
YY = Year (last 2 digits of the year)
YYYY = Year (all 4 digits of the year)

Time

HH = Hour
MM = Minutes (Also listed as MM2 when selecting Minutes only)
SS = Seconds

Stamp Format Examples:

(Using the date of January 18, 2011 and the time at 4 hours, 09 minutes and 33 seconds)

Most Popular Stamp Formats

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jn_MMDDYYHHMMSS (Current Date and Time Format)
- *YourReportName_011811040933*

jn_DDMMYYHHMMSS (Current Date and Time Format with the Day before the Month)
- *YourReportName_180111040933*

Additional Stamp Formats

jn_YYYYMMDDHHMMSS (Current Date and Time with 4 digit Year in front)
- *YourReportName_20110118040933*

jn_YYYYDDMMHHMMSS (Current Date and Time with the Day before the Month and the 4 digit Year in front)
- *YourReportName_20111801040933*

jn_MMDDYYYYHHMMSS (Current Date and Time with a 4 digit Year)
- *YourReportName_01182011040933*

jn_DDMMYYYYHHMMSS (Current Date and Time with the Day before the Month and a 4 digit Year)
- *YourReportName_18012011040933*

jn_MMDDYYYY (Current Date with a 4 digit Year)
- *YourReportName_01182011*

jn_DDMMYYYY (Current Date with the Day before the Month and a 4 digit Year)
- *YourReportName_18012011*

jn_YYYYMMDD (Current Date with 4 digit Year first and then Month and Day)
- *YourReportName_20110118*

jn_YYMMDD (Current Date with 2 digit Year first and then Month and Day)
- *YourReportName_110118*

jn_YYYY (Current 4 digit Year)
- *YourReportName_2011*

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jn_YY (Current Year)
- *YourReportName_11*

jn_MM (Current Month)
- *YourReportName_01*

jn_DD (Current Day)
- *YourReportName_18*

jn_HHMMSS (Current Hour, Minutes and Seconds Format)
- *YourReportName_040933*

jn_HHMM (Current Hour & Minutes Format)
- *YourReportName_0409*

jn_HH (Current Hour)
- *YourReportName_04*

jn_MM2 (Current Minutes)
- *YourReportName_09*

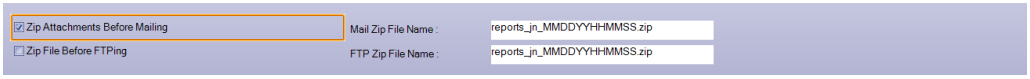
jn_SS (Current Seconds)
- *YourReportName_33*

See Also:

- Jeff-Net Variables for all the jnKeywords available.

Zip Attachments Before Mailing

- **Zip Attachments Before Mailing** - This will "zip" all your reports (attachments) that are Emailed to the same person.



Tip: What is Zip? A zip file contains one or more compressed files/ reports that make it easier, faster and more efficient to Email.

Zip File Before FTPing

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- Zip File Before FTPing - This will "zip" all your reports into a zip file before you send them via FTP.

Tip: What is Zip? A zip file contains one or more compressed files/ reports that make it easier, faster and more efficient to send via FTP.

Default Work Folder

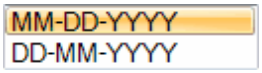
- **Default Work Folder** - By selecting the "Browse" button you can designate your own work folder when working with Report Runner Batch. The the example below is the default work folder.

Date Parsing Format

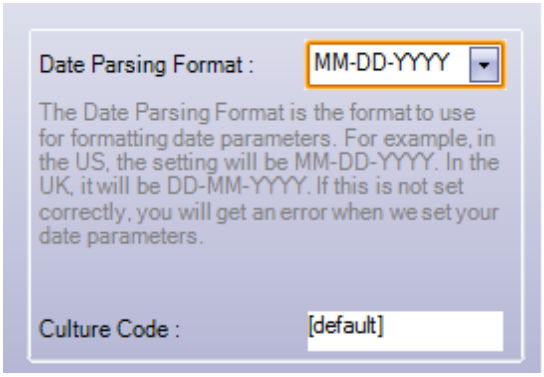
- **Date Parsing Format** - The Date Parsing Format is the data format that you need Report Runner Batch to use to format your reports correctly. This ensures that we are formatting your dates for parameters correctly. If you click on the drop down arrow of this Date Parsing Format menu, you will have two date options to select from.

Example:

In the US, the setting will be MM-DD-YYYY
In the UK, the setting will be DD-MM-YYYY



© 2011 Jeff-Net


Date Parsing Format :
MM-DD-YYYY
The Date Parsing Format is the format to use for formatting date parameters. For example, in the US, the setting will be MM-DD-YYYY. In the UK, it will be DD-MM-YYYY. If this is not set correctly, you will get an error when we set your date parameters.
Culture Code :
[default]

2.1.4.2 Mail Settings

In **Report Runner Batch**, we give you the option to send your Jobs/Reports via Destination Type of "Mail" (Email). The **Mail Settings** need to be entered to start this process.

Mail Settings

1) Open **Report Runner Batch**.

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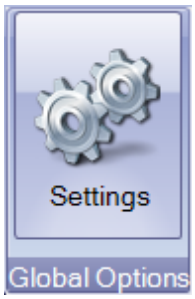
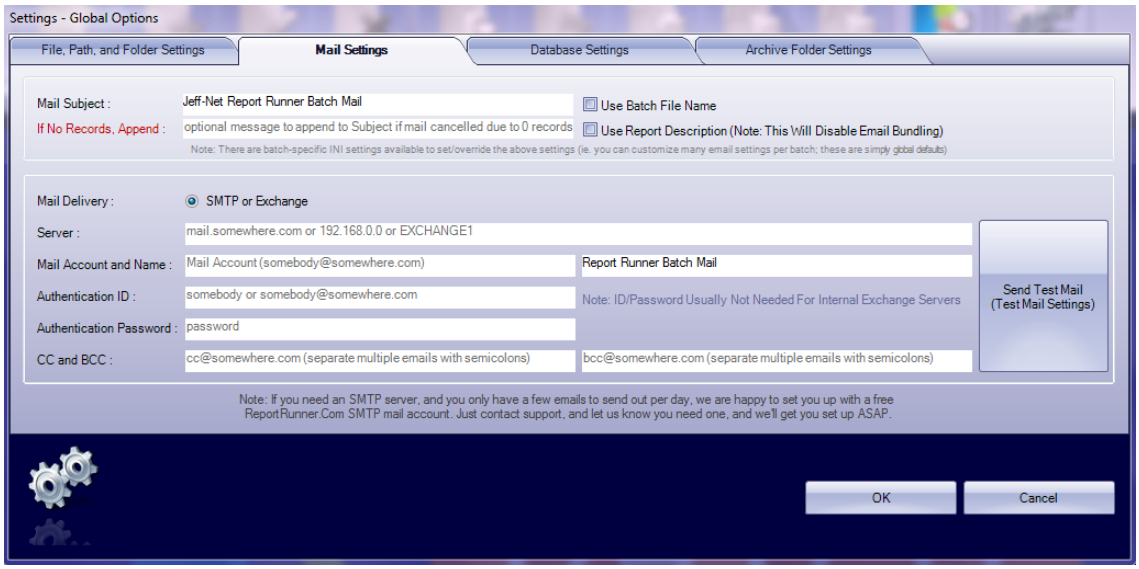
2) Choose **Setting - Global Settings**



3) Select the **Mail Settings** Tab


Settings - Global Options
File, Path, and Folder Settings
Mail Settings
Database Settings
Archive Folder Settings
Mail Subject :
Jeff-Net Report Runner Batch Mail
Use Batch File Name
If No Records, Append :
optional message to append to Subject if mail cancelled due to 0 records
Use Report Description (Note: This Will Disable Email Bundling)
Note: There are batch-specific INI settings available to set/override the above settings (ie, you can customize many email settings per batch; these are simply global defaults)
Mail Delivery :
SMTP or Exchange
Server :
mail.somewhere.com or 192.168.0.0 or EXCHANGE1
Mail Account and Name :
Mail Account (somebody@somewhere.com)
Report Runner Batch Mail
Authentication ID :
somebody or somebody@somewhere.com
Note: ID/Password Usually Not Needed For Internal Exchange Servers
Authentication Password :
password
CC and BCC :
cc@somewhere.com (separate multiple emails with semicolons)
bcc@somewhere.com (separate multiple emails with semicolons)
Send Test Mail
(Test Mail Settings)
Note: If you need an SMTP server, and you only have a few emails to send out per day, we are happy to set you up with a free ReportRunner.Com SMTP mail account. Just contact support, and let us know you need one, and we'll get you set up ASAP.
OK
Cancel

4) Once you have completed the information, simply click on **OK**.

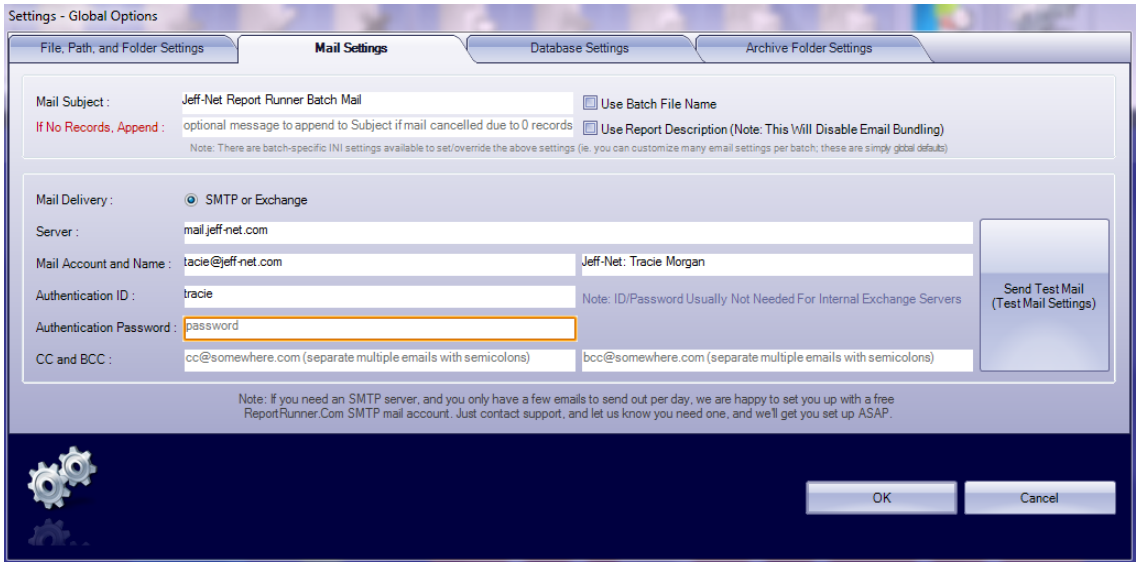
More Information

See Also:

- Online Videos (For additional information on Configuring Mail Settings and Running a Batch to send via Email)

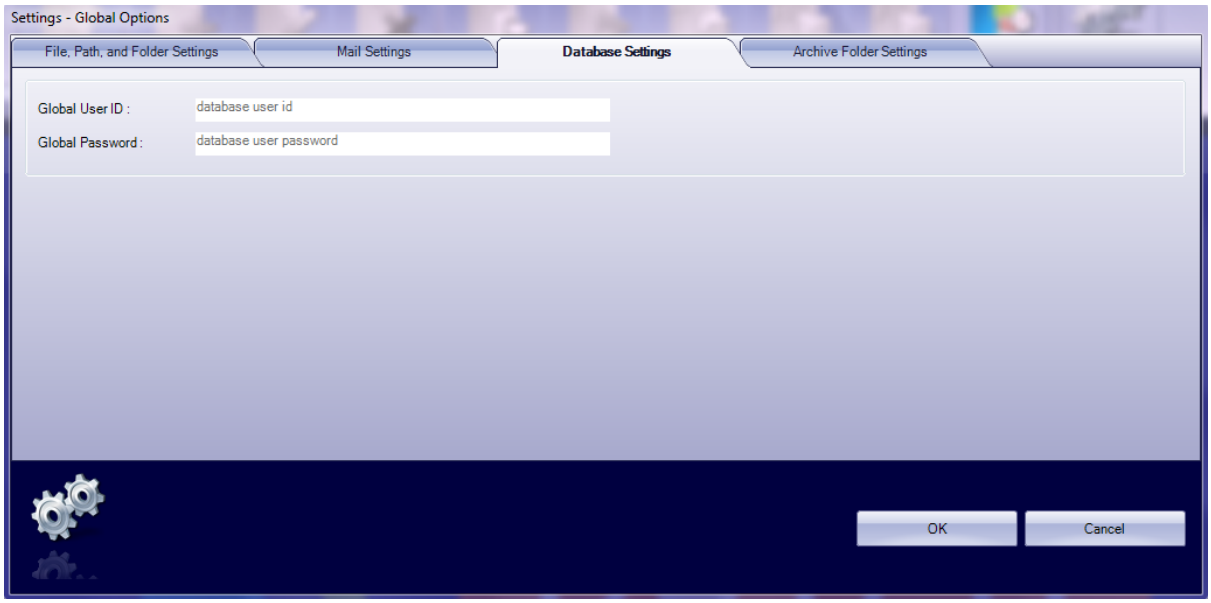
© 2011 Jeff-Net

- As of version 2012.2 or later of Report Runner Batch, we have added a new feature within the **Mail Settings** Tab. It was a suggestion from one of our new Jeff-Net fans. It was a great idea so we implemented the "**Send Test Mail**" button that allows you to "Test Mail Settings" right from this **Mail Settings** interface without having to go back to your batch and test/send it that way. Here is what the screen looks like when you upgrade.


Settings - Global Options
File, Path, and Folder Settings
Mail Settings
Database Settings
Archive Folder Settings
Mail Subject :
Jeff-Net Report Runner Batch Mail
Use Batch File Name
If No Records, Append :
optional message to append to Subject if mail cancelled due to 0 records
Use Report Description (Note: This Will Disable Email Bundling)
Note: There are batch-specific INI settings available to set/override the above settings (ie, you can customize many email settings per batch; these are simply global defaults)
Mail Delivery :
SMTP or Exchange
Server :
mail.jeff-net.com
Mail Account and Name :
tacie@jeff-net.com
Jeff-Net: Tracie Morgan
Authentication ID :
tracie
Note: ID/Password Usually Not Needed For Internal Exchange Servers
Authentication Password :
password
CC and BCC :
cc@somewhere.com (separate multiple emails with semicolons)
bcc@somewhere.com (separate multiple emails with semicolons)
Send Test Mail
(Test Mail Settings)
Note: If you need an SMTP server, and you only have a few emails to send out per day, we are happy to set you up with a free
ReportRunner.Com SMTP mail account. Just contact support, and let us know you need one, and we'll get you set up ASAP.
OK
Cancel

2.1.4.3 Database Settings

The **Database Settings** contain the **Global User ID** and **Global Password** for your database and is saved for all your Batches.



© 2011 Jeff-Net

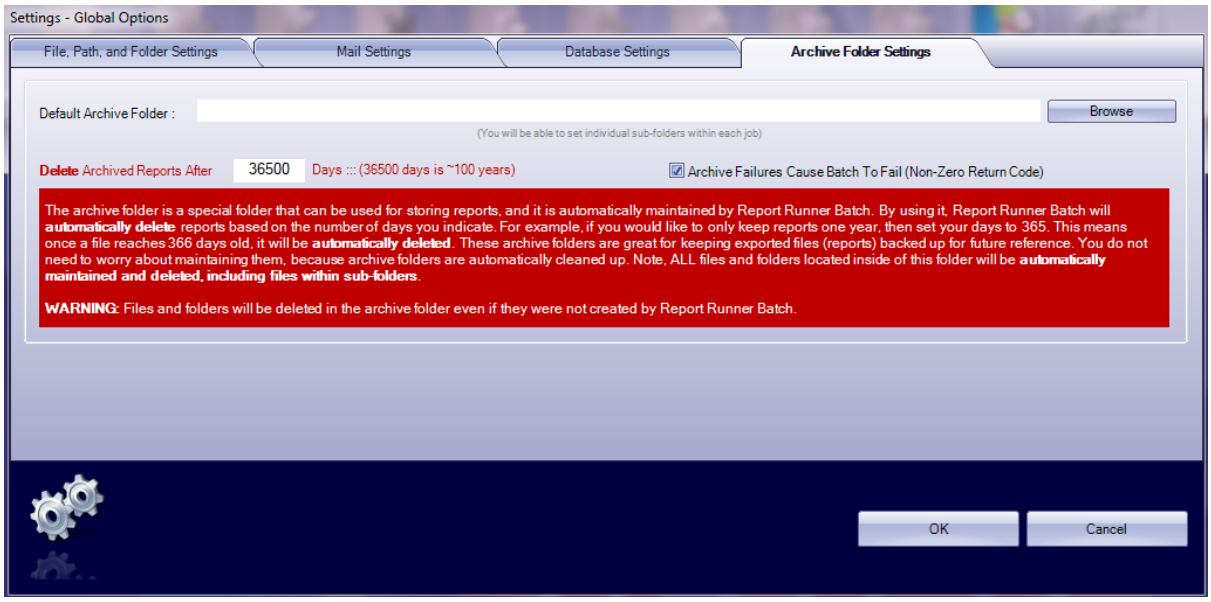
2.1.4.4 Archive Folder Settings

As of version 2012.25 we have released a new feature for Report Runner Batch! It's Archiving! And we have made it simple to use.

The archive folder is a special folder that can be used for storing reports and is automatically maintained by Report Runner Batch.

By using it, Report Runner Batch will automatically delete reports based on the number of days you indicate. For example, if you would like to only keep reports one year, then set your days to 365. this means once a file reaches 366 days old, it will be automatically deleted. These archive folders are great for keeping files (reports) backed up for future reference. You do not need to worry about maintaining them, because archive folders are automatically cleaned up. ALL files and folders located inside of this folder will be automatically maintained and deleted, including files within sub-folders.

WARNING: Files and folders will be deleted in the archive folder even if they were not created by Report Runner Batch.


Settings - Global Options
File, Path, and Folder Settings
Mail Settings
Database Settings
Archive Folder Settings
Default Archive Folder :
Browse
(You will be able to set individual sub-folders within each job)
Delete Archived Reports After
36500
Days ::: (36500 days is ~100 years)
Archive Failures Cause Batch To Fail (Non-Zero Return Code)
The archive folder is a special folder that can be used for storing reports, and it is automatically maintained by Report Runner Batch. By using it, Report Runner Batch will automatically delete reports based on the number of days you indicate. For example, if you would like to only keep reports one year, then set your days to 365. This means once a file reaches 366 days old, it will be automatically deleted. These archive folders are great for keeping exported files (reports) backed up for future reference. You do not need to worry about maintaining them, because archive folders are automatically cleaned up. Note, ALL files and folders located inside of this folder will be automatically maintained and deleted, including files within sub-folders.
WARNING: Files and folders will be deleted in the archive folder even if they were not created by Report Runner Batch.
OK
Cancel

2.2 Tools

We have provided a few important **Tools** within Report Runner Batch. We will talk about **Global Parameters** and **Utilities** and **Event Server** in this section.

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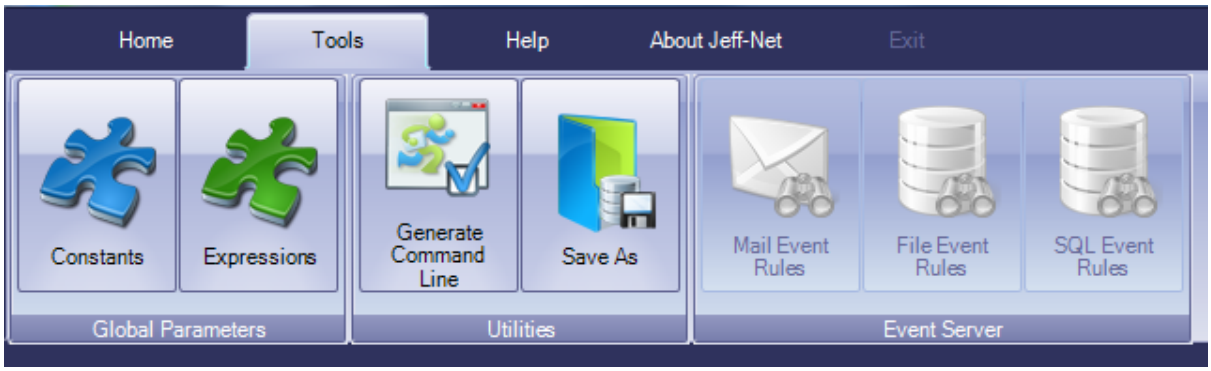

Task Covered In This Section

Tools

- Global Parameters
- Utilities
- Event Server

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2.2.1 Global Parameters

In Report Runner Batch, we provide access to **Global Parameters**.

Task Covered In This Section

Global Parameters

- Constants
- Expressions

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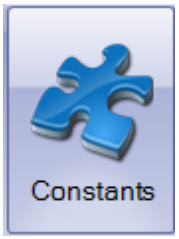
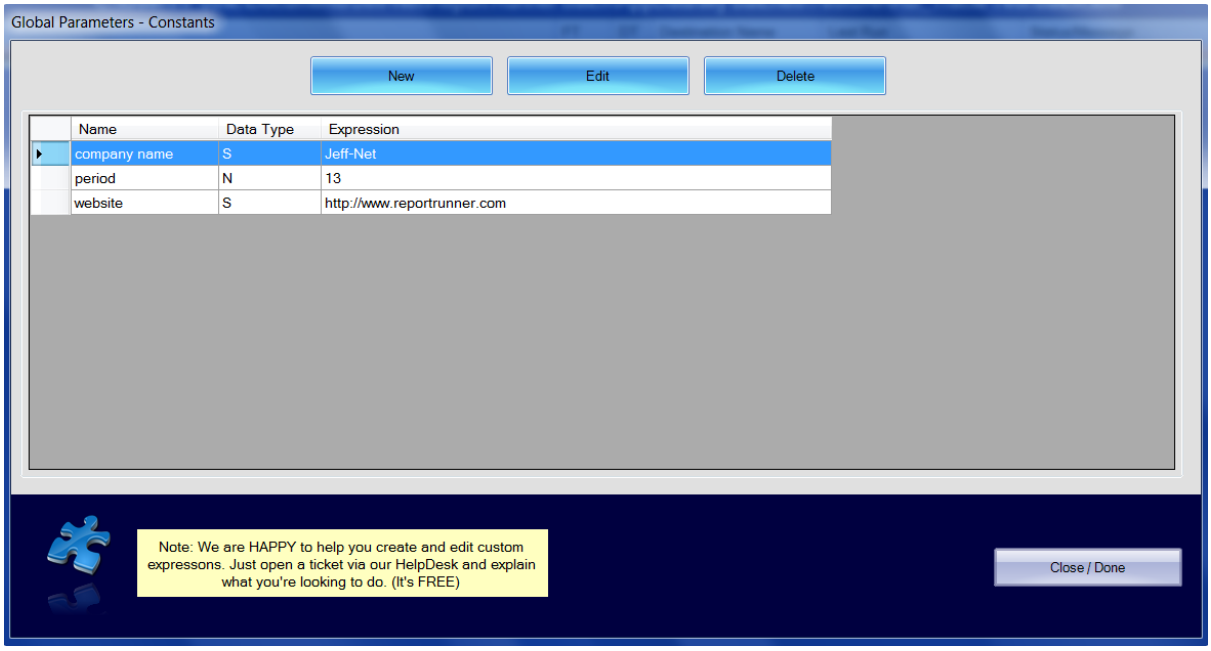
2.2.1.1 Constants (Global Parameters)

Global Parameters - Constants can be used when specifying values for parameters. They are substituted at runtime and therefore facilitate setting up reports on recurring schedules.

To access **Global Parameters - Constants** choose **Tools** from the menu, click on **Constants**.





Note: We are HAPPY to help you create and edit custom expressions. Just open a ticket via our Help Desk and explain what you're looking to do. (It's FREE)

2.2.1.2 Expressions (Global Parameters)

Global Parameters - Expressions are similar to Global Constants except that they don't require to be manually changed. They are formula expressions that are evaluated at runtime.

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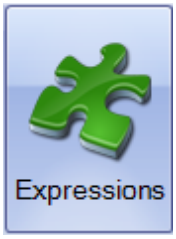
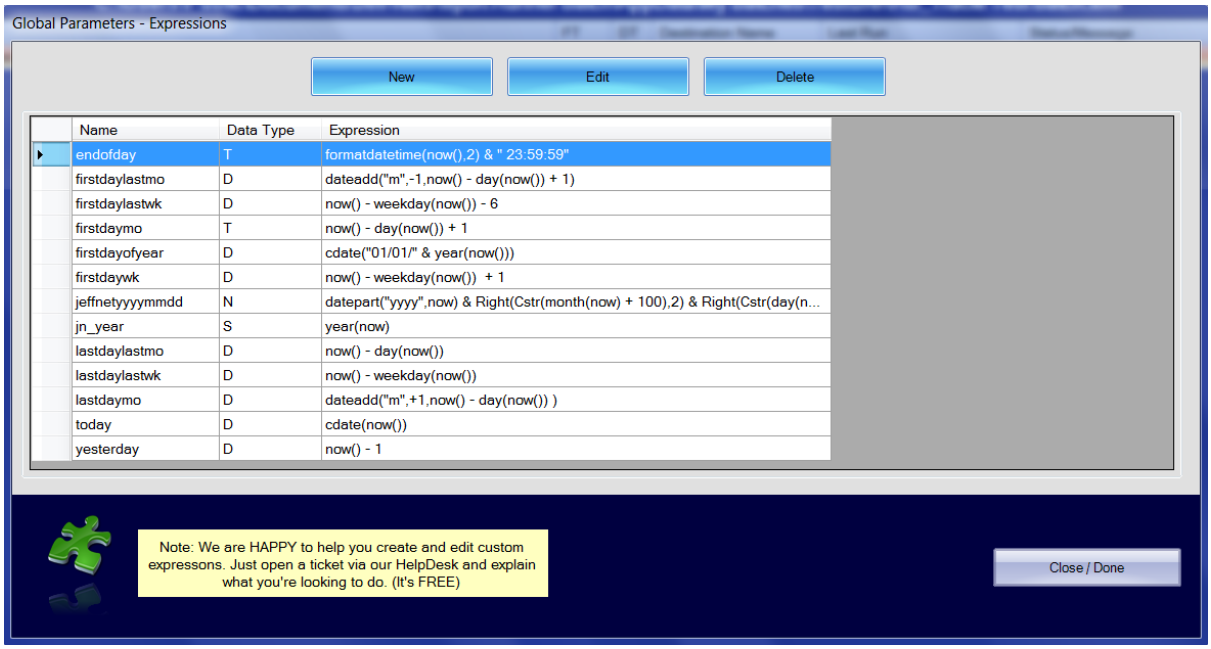
To access **Global Parameters - Expressions** go to **Tools** in the menu, click on **Expressions**.




Global Parameters - Expressions
New
Edit
Delete
Name
Data Type
Expression
endofday T formatdatetime(now(),2) & " 23:59:59"
firstdaylastmo D dateadd("m",-1,now() - day(now()) + 1)
firstdaylastwk D now() - weekday(now()) - 6
firstdaymo T now() - day(now()) + 1
firstdayofyear D cdate("01/01/" & year(now()))
firstdaywk D now() - weekday(now()) + 1
jeffnetyyyymmdd N datepart("yyyy",now) & Right(Cstr(month(now) + 100),2) & Right(Cstr(day(n...
jn_year S year(now)
lastdaylastmo D now() - day(now())
lastdaylastwk D now() - weekday(now())
lastdaymo D dateadd("m",+1,now() - day(now()))
today D cdate(now())
yesterday D now() - 1
Note: We are HAPPY to help you create and edit custom expressons. Just open a ticket via our HelpDesk and explain what you're looking to do. (It's FREE)
Close / Done

Note: We are HAPPY to help you create and edit custom expressions. Just open a ticket via our Help Desk and explain what you're looking to do. (It's FREE)

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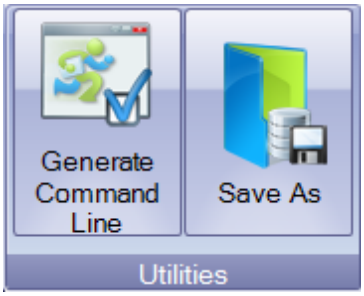
2.2.2 Utilities

We will cover the basics of these two (2) functions within Utilities of Report Runner Batch.



Tasks Covered In This Section

Utilities

- Save As
- Generate Command Line

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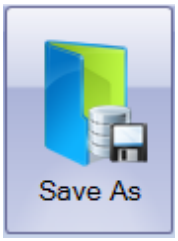
2.2.2.1 Save As (Utilities)

In Report Runner Batch, selecting this **Save As** function allows you to save your **Batch File** to another file folder or a different **Batch File** name.

To access this option, simply go to the **Tools** menu and select **Save As** (Utilities Category).



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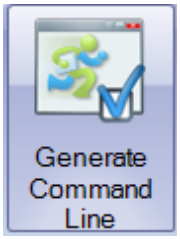
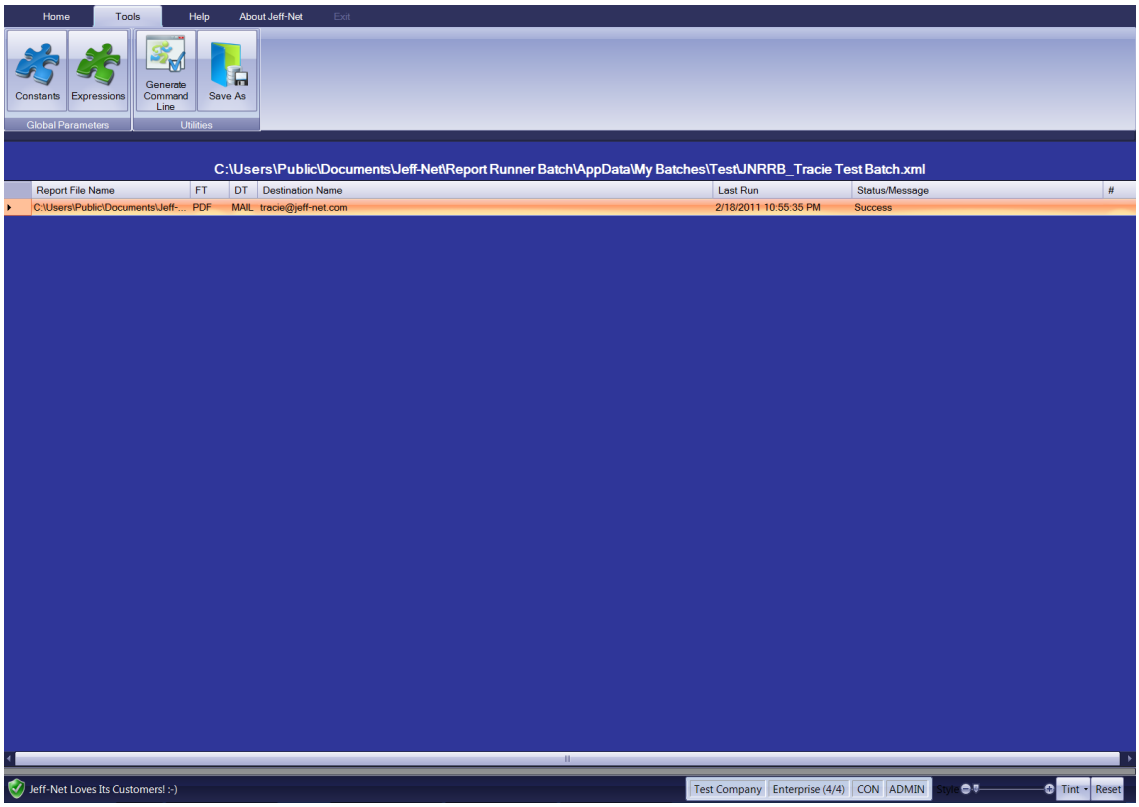
2.2.2.2 Generate Command Line (Utilities)

We make it so easy to Generate Command Line in Report Runner Batch. The **Generate Command Line** feature copies the information to the Windows Clipboard automatically for you.



How To Generate Command Line

1) Open and/or Create a Batch File.



2) Select **Tools** from the menu.

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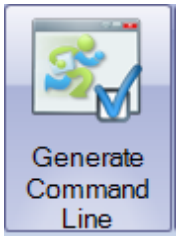
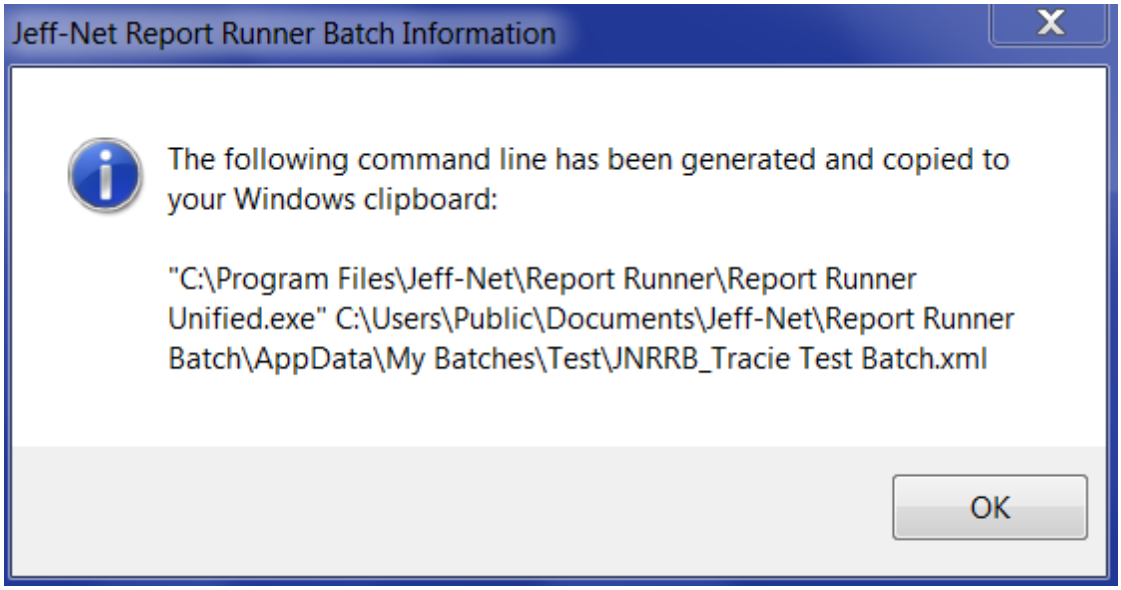
3) Choose **Generate Command Line**.



4) A Jeff-Net Report Runner Batch Information Message will display with your Command Line that has been generated.


Jeff-Net Report Runner Batch Information
The following command line has been generated and copied to your Windows clipboard:
"C:\Program Files\Jeff-Net\Report Runner\Report Runner Unified.exe" C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Test\JNRRB_Tracie Test Batch.xml
OK

5) Simply, launch the **Command Line Processor** to run your Batch File. It will vary according to what Windows Operating System you currently have.

Example:

Windows 7 Machine - Select Start, Run for the Command Line Processor

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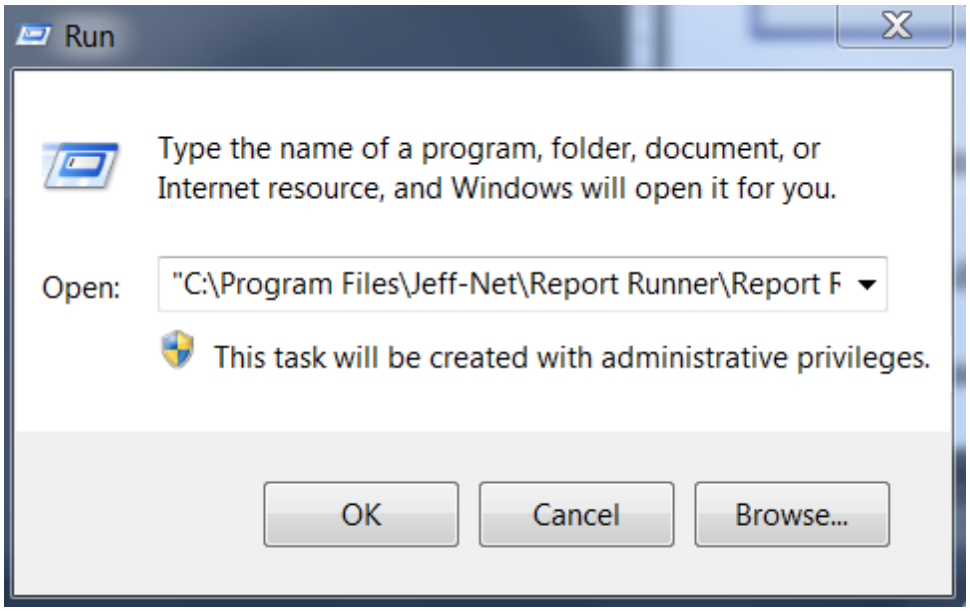
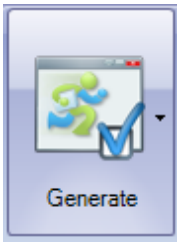

Run
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:
"C:\Program Files\Jeff-Net\Report Runner\Report F
This task will be created with administrative privileges.
OK
Cancel
Browse...

6) You will see the Report Runner Batch Processor run your Batch File.

More Information

As of version 2012.22 of Report Runner Batch we have added an additional feature to the "Generate". You now can select to **Generate Desktop Shortcut** (**On-Demand Batch**). This allows you to easily generate on-demand batches. It creates the shortcut on your desktop that you can double-click anytime you want to run that batch.

You will see a little drop down arrow to indicate the menu option for this feature.



Once you select the Generate button, you will see the following menu options with this new **Generate Desktop Shortcut** feature.

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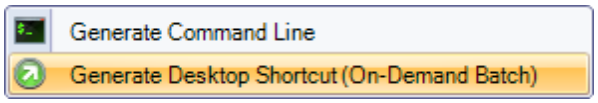

2.2.3 Event Server

The **Report Runner Event Server** is an add-on for our **Report Runner Batch** product (**Enterprise Edition ONLY**). It watches input directories for batches to run (great way to run "on demand" customer report requests).

Report Runner Event Server is $1,000.00 for the 1st year license with an annual license renewal of $250.00 after 1st year license.

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 702 (For Support)
Fax: 1-800-784-5661

Support: support@jeff-net.com

2.2.3.1 Mail Event Rules

Details to follow on the functionality. This is a new add-on for **Report Runner Event Server** as of version 2011 or later.

This function is considered an **Event Server Add-On**. To add this **Mail Event Rules** function to your Event Server it is $250.00 per year.

Simply contact Jeff-Net Support for any questions.

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 702 (For Support)
Fax: 1-800-784-5661

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Support: support@jeff-net.com

2.2.3.2 File Event Rules

Details to follow on the functionality. This is a new add-on for **Report Runner Event Server** as of version 2011 or later.

This function is considered an **Event Server Add-On**. To add this **File Event Rules** function to your Event Server it is $250.00 per year.

Simply contact Jeff-Net Support for any questions.

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 702 (For Support)
Fax: 1-800-784-5661

Support: support@jeff-net.com

2.2.3.3 SQL Event Rules

Details to follow on the functionality. This is a new add-on for **Report Runner Event Server** as of version 2011 or later.

This function is considered an **Event Server Add-On**. To add this **SQL Event Rules** function to your Event Server it is $250.00 per year.

Simply contact Jeff-Net Support for any questions.

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 702 (For Support)
Fax: 1-800-784-5661

Support: support@jeff-net.com

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2.3 Help

We are to help! This section covers the following **Help** topics of **Report Runner Batch** .

Tasks Covered In This Section

Help

- References
- Technical Support
- Debugging

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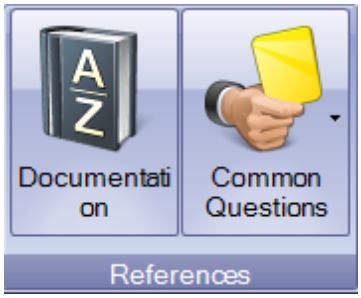
2.3.1 References

In this section is the **References** Category within **Report Runner Batch**. We hope this provides you with information needed for your main resource tool and answer a few common questions you might have.



Tasks Covered In This Section

References

- Documentation
- Common Questions

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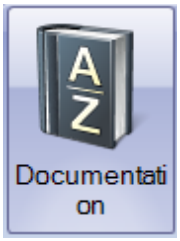
2.3.1.1 Documentation

When selecting this option it will direct you to the Help **Documentation** of **Report Runner Batch**. An internet browser will open the Help Documentation and view it in **PDF** (Adobe) format for you to save the file to your computer or another location, or you can print this PDF file or pages from it.



Note: You will need to have Adobe Reader installed on your machine in order to view the PDF formatted version of the Help Documentation.

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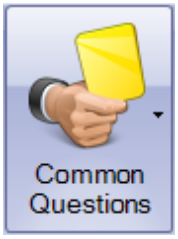
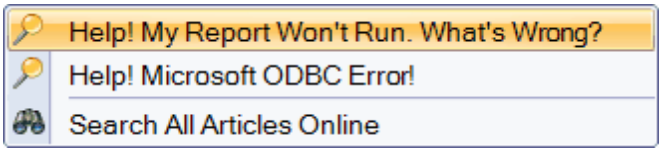
2.3.1.2 Common Questions

This sections covers a few **Common Questions** you might have within **Report Runner Batch**. In the **Help** menu, click on the **Common Questions** button and drop-down menu will display the following topics. You can also go to our Fan Support page of our website.





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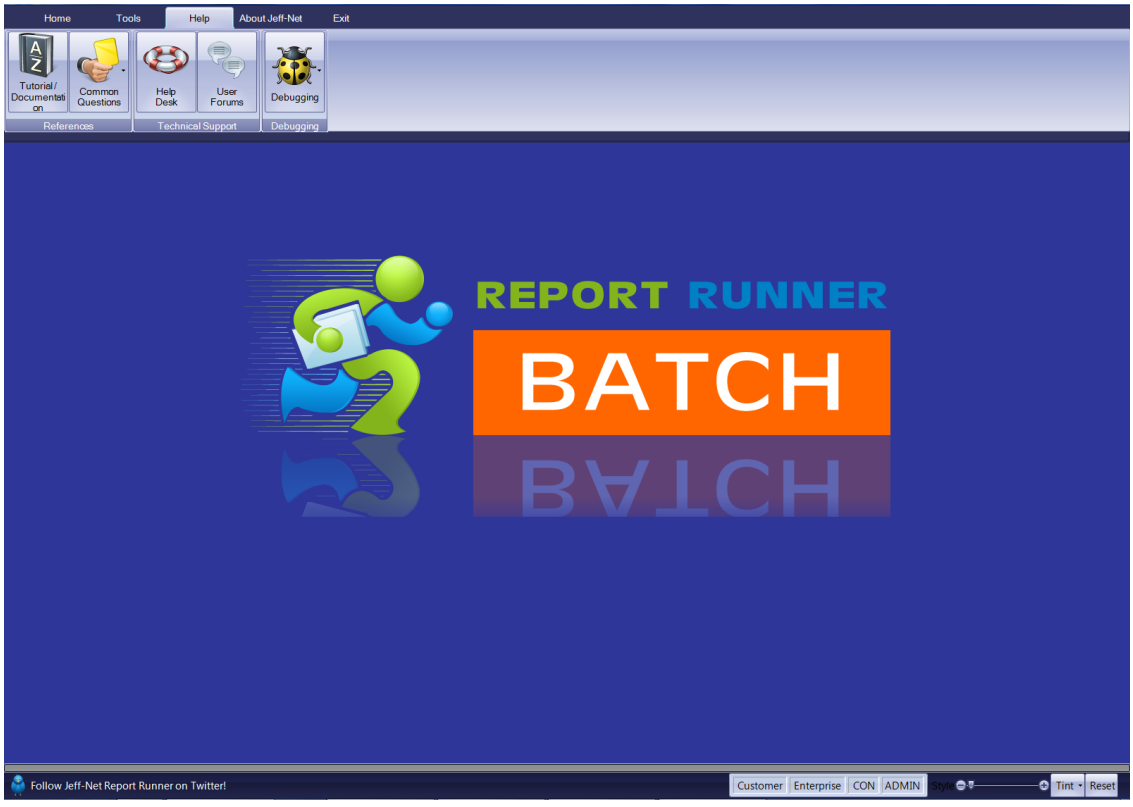
2.3.1.2.1 Help! My Report Won't Run. What's Wrong?

Missing DSNs are probably the biggest problem that causes this. It's not the only way, but most Crystal Reports connect to a datasource (SQL Server, Oracle, MySQL) using a DSN. If you run a report on a different machine, that machine must have the exact same DSN created for that datasource. If you can't resolve this issue, we ask that you speak with your Crystal Reports developer first, before contacting us. We can not set up the DSNs, and there is no way for our software products to "know" how to set them up for you.

Report Runner Batch has a Debug Log that can be very helpful to show the necessary information and help determine the solution.

Steps are as follows

1) In Report Runner Batch, select the **Help** at the top toolbar.



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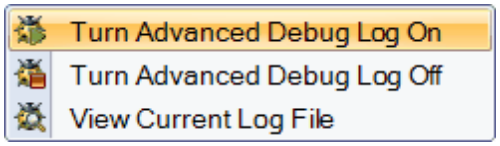
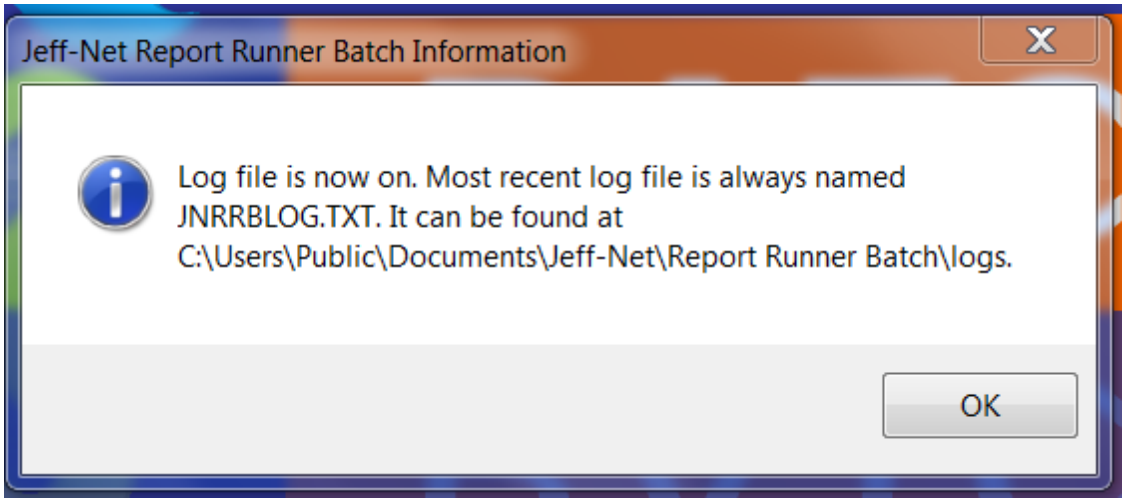
2) Select the **Debugging > Turn Advanced Debug Log On**.



3) You will then receive a message that will indicate that the Debug Log file is now on. Please click on the **OK** button to continue. **This also shows the path to where the log has been created and saved.**


Jeff-Net Report Runner Batch Information
Log file is now on. Most recent log file is always named JNRRBLOG.TXT. It can be found at C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\logs.
OK

4) Perform (duplicate) the task that is giving you that message that your report won't run.

5) To view the details in the current log; select **Debugging > View Current Log File.** This will launch the Current Log file for your review.

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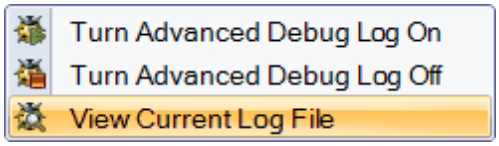

6) For additional support; you can send your current log file to support@jeff-net.com and explain your situation. This will automatically generate a help desk ticket for one of our Fan Support Team Members to review and help you with the solution.

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2.3.1.2.2 Help! Microsoft ODBC Error!

Your report is based on a **DSN** (ODBC connection / data source). That DSN is not set up on the machine (computer) you're trying to run the report on. It is best to speak the person who created the report (Crystal Reports Developer) to get the DSN set up on your computer.

More Information

See Also:

- Top 5 Things To Know From The Start (For special instructions for ODBC drivers on 64-bit machines)

2.3.1.2.3 Search All Articles Online

In Report Runner Batch, select the **Help** menu and then click on **Common Questions**. It will list a drop-down menu to choose the option **Search All Articles Online**. This will direct you to our Fan Support Help Desk for ALL knowledgebase articles, news, release note and online videoes.

2.3.2 Technical Support

Need **Technical Support**? You can access our **Technical Support** within **Report Runner Batch**.

In Report Runner Batch you have easy access to our **Help Desk** System. Simply select the **Help** menu, click on **Help Desk** button. It will direct you to our **Jeff-Net Help Desk Support** page.

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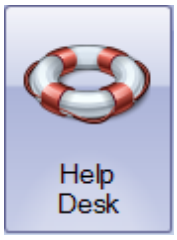

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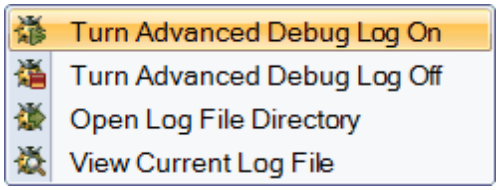
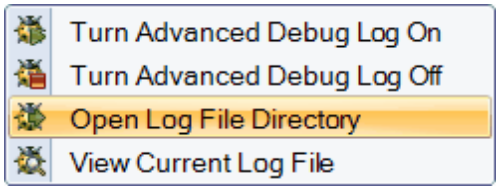
2.3.3 Debugging

If you are having any challenges with your Batches but not sure what is going on, there is are options such as to **Turn Advanced Debug Log On** and/or **View Current Log File**. You can access these **Debugging** options within the application by selecting the **Home** menu, then choose the **Debugging** button.



More Information

As of version 2011.74 we have now added the "**Open Log File Directory**" option. This can be very helpful for you as it will automatically locate the the File Directory where the log files are saved and you no longer have to leave the application to go find it.



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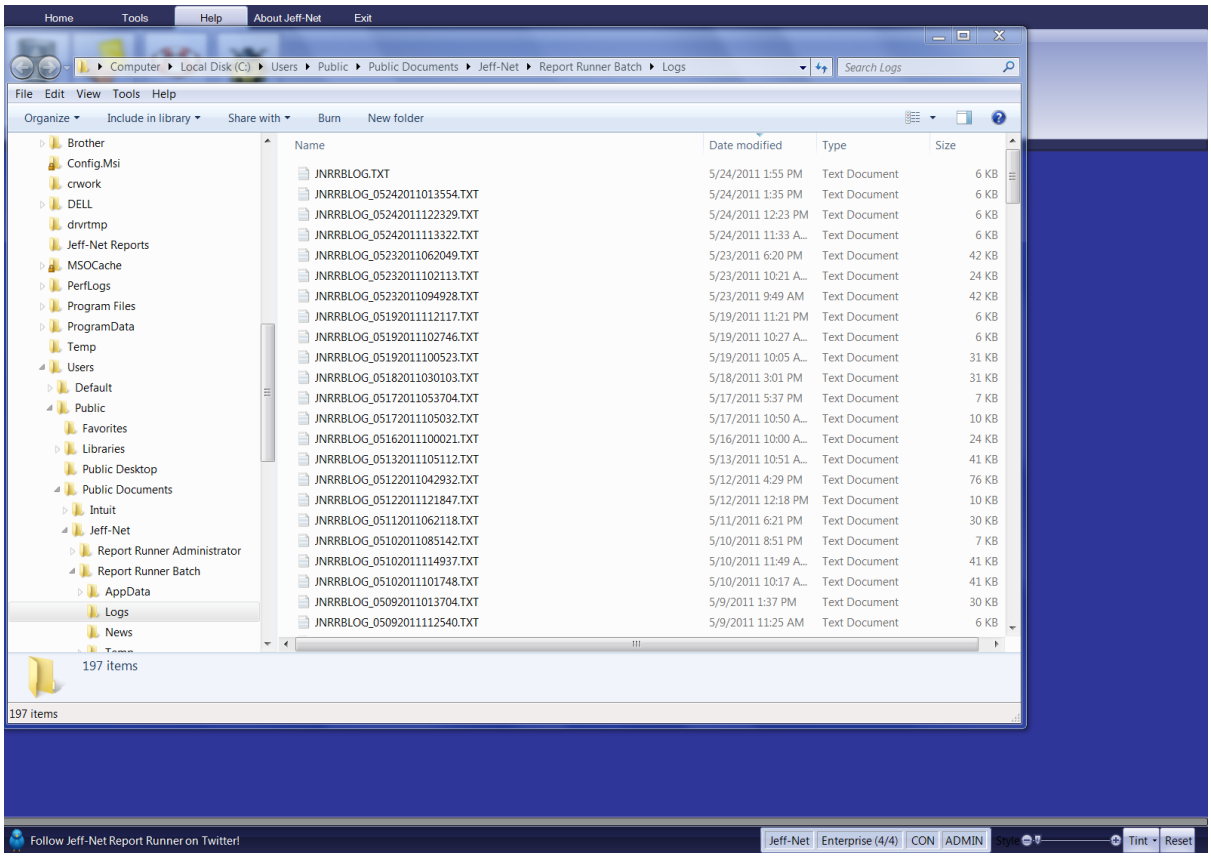

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2.4 About Jeff-Net

Jeff-Net is a software company based in Bedford, Texas specializing in reporting, report tools and report distribution. We have a long history of hard work, easy-to-use software, world-class support and happy customers.

We have several options in this **About** area of **Report Runner Batch** to make it easy for you to contact Jeff-Net. We do strive for a fast and friendly response to all your questions and issues. We look forward to hearing from you.

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Tasks Covered In This Section

About Jeff-Net

- Contact Information
- Website
- Updates via Twitter
- Order
- Licensing Manager

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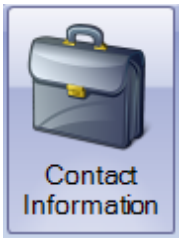
2.4.1 Contact Information

In **Report Runner Batch**, we make it very accessible to contact us within the application. It is located in the **About Jeff-Net** menu and then click the **Contact Information** button. This will direct you to our **Contact Us** page of the Jeff-Net website for options to reach us.



Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 1
Fax: 1-800-784-5661

Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

© 2011 Jeff-Net

Jeff-Net Fan Support Hours

Office hours:

Monday – Friday

9:00AM to 6:00PM (Central Standard Time)

For Sales, Development & Technical Support

Additional Technical Support hours:

Monday – Friday

6:00PM to Midnight (Central Standard Time)

For Technical Support ONLY

Critical Technical Support hours:

Backed by 24hours / 7 days a week / 365 days a year Critical Production Support

*We have someone on call for **critical** technical support issues that would pertain to Report Runner Batch failing and/or licensing issues that are prohibiting production. To contact us for production-down issues, please open a help desk ticket and set it for the highest priority.*

http://www.jeff-net.com/support/

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2.4.2 Website

You can simply access the **Jeff-Net** Website by selecting the **About Jeff-Net** menu and then click on the **Website** button.This will direct you to the Report Runner Batch page.

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2.4.3 Updates via Twitter

Do you you want to follow **Report Runner** on **Twitter** and stay current with our latest Tweets? This option in **Report Runner Batch** will take you directly to our Twitter profile for **Report Runner**.

Simply select **About Jeff-Net** menu and click on the **Updates via Twitter** button.

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2.4.4 Order

Are you ready to place your order? In **Report Runner Batch** you can select the **About Jeff-Net** menu and then click on the **Order** button. It will direct you to our **Jeff-Net Web Store** for all the Editions available. If you have any questions please do not hesitate to let us know. We are here to serve you!

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 1
Fax: 1-800-784-5661

Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

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Monday – Friday

6:00PM to Midnight (Central Standard Time)

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For Technical Support ONLY

Critical Technical Support hours:

24hours/7days a week

*We have someone on call for **critical** technical support issues that would pertain to Report Runner Batch failing and/or licensing issues that are prohibiting production. To contact us for production-down issues, please open a help desk ticket and set it for the highest priority.*

http://www.jeff-net.com/support/

Payment Term Options

- We are happy to accept all major credit cards online for any size order.
- We accept Company checks. Make checks payable to Jeff-Net.
- We accept Bank Wire Transfers upon request.
- Signed Company Purchase Orders with Net 30 for orders of $400 or above.

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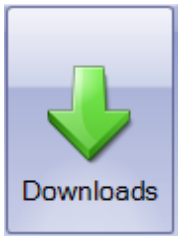
2.4.5 Downloads

We have provided a simple way to access our **Jeff-Net Download Center** for **Report Runner Batch**. Simply select the **About Jeff-Net** in the menu and click on the **Downloads** button. It will direct you to the **Downloads** page on the Jeff-Net Website.



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2.4.6 Licensing Manager

The **Licensing Manager** is very easy to access your license at any time. Simply select the **About Jeff-Net** in the menu and click on the **Licensing Manager** button.

Tasks Covered In This Section

Licensing Manager

- Edit/Change License
- Check License Status
- Deactivate License
- Clear All Licensing

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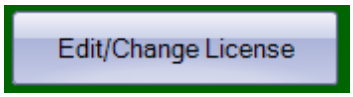
2.4.6.1 Edit/Change License

This **Edit/Change License** option gives you access to make changes to your license through the **Licensing Manager** in **Report Runner Batch**. We have provided steps on how to do that.

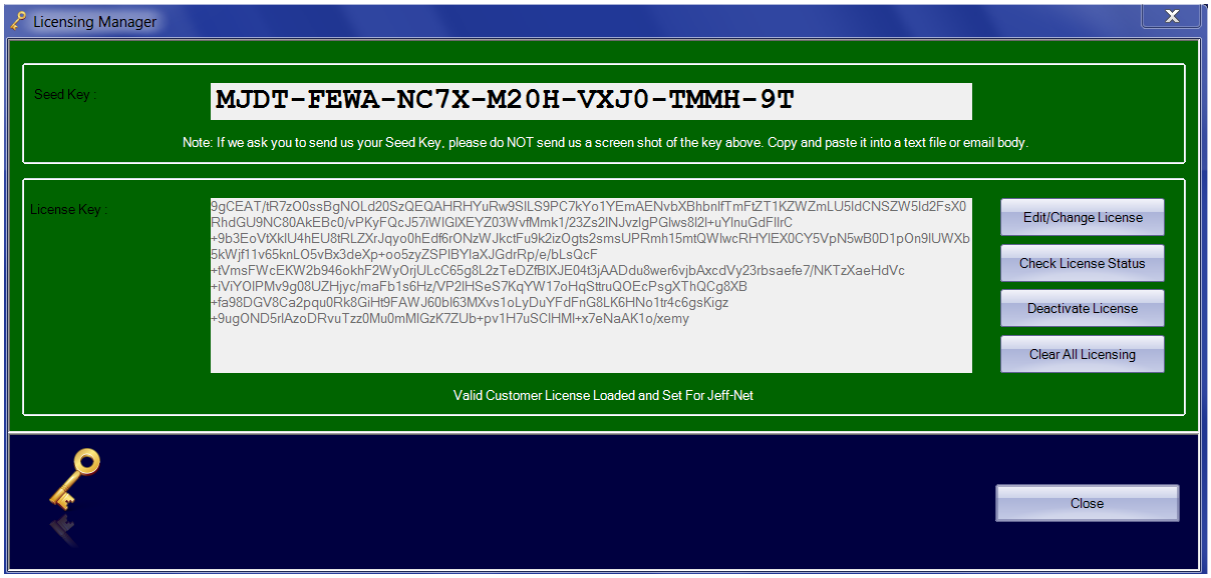


Steps are as follows

1) When you select this **Edit/Change License** button you can then paste in the license key that has been assigned to you by Jeff-Net.

2) This license key information will go in the **License Key** box area.

Note: First, you must DELETE previous license key before pasting in the new license key. You will delete the old license key by making sure it is highlighted and then select the "Delete" key on your keyboard.



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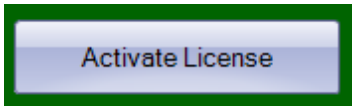
3) Then copy and paste the new license key in the License Key box area.

4) Click on the **Activate License** button.



5) Click on the **Close** button after you are done.

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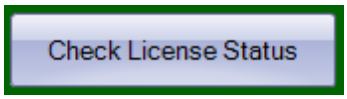
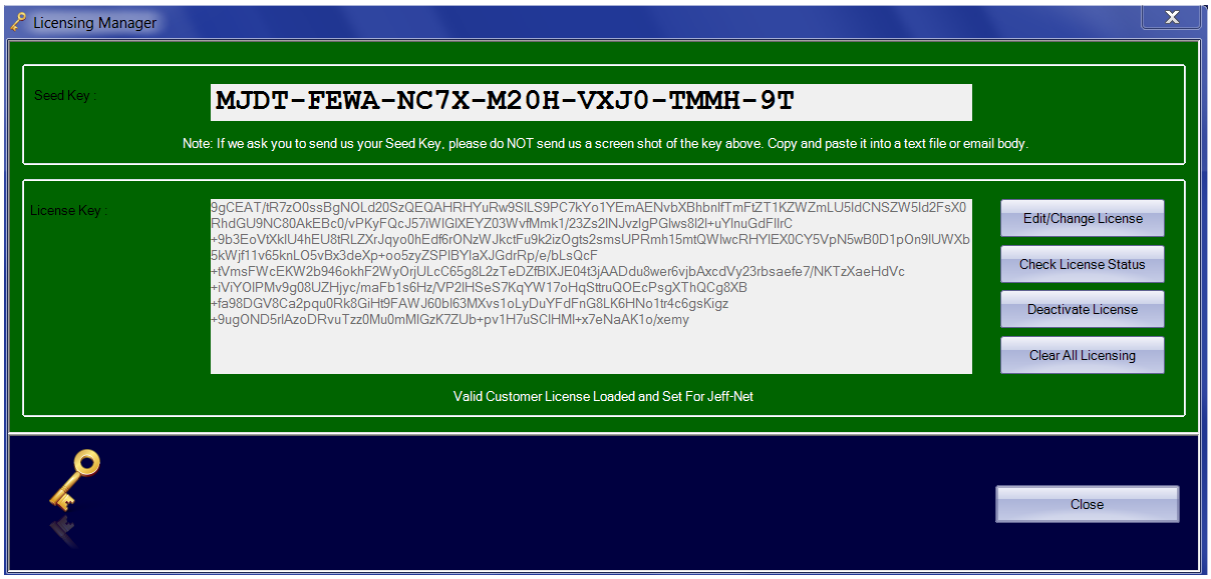
2.4.6.2 Check License Status

This **Check License Status** option allows for you to check the status of your license within the **Licensing Manager** of **Report Runner Batch**.





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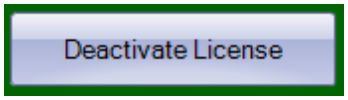
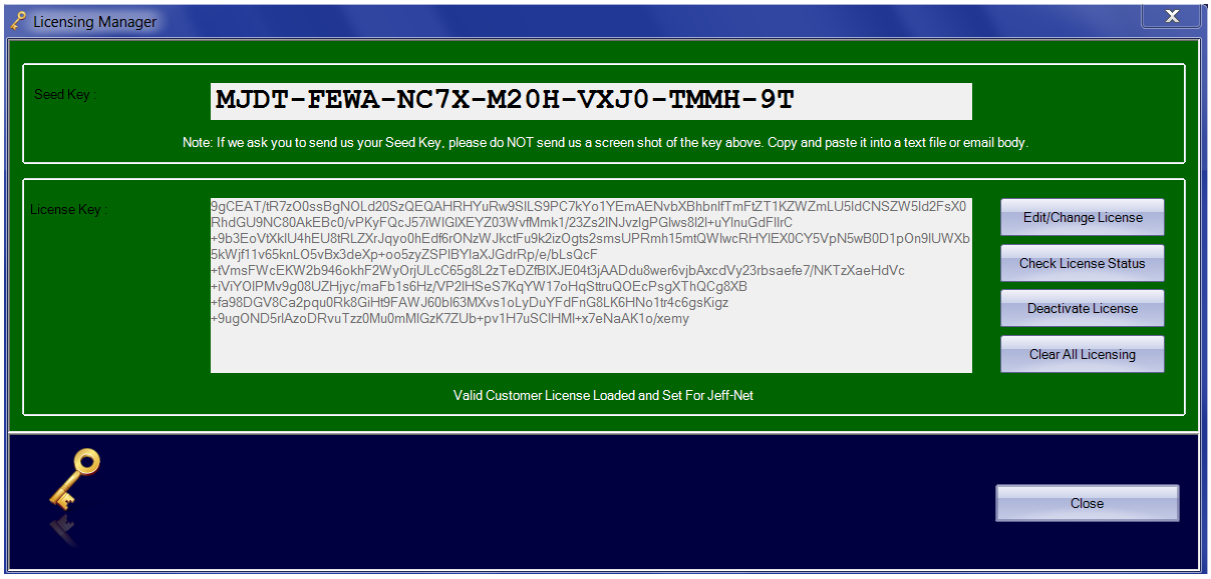
2.4.6.3 Deactivate License

The **Deactivate License** option allows you to deactivate your license if you are no longer using **Report Runner Batch** on a particular machine. It also releases that particular license so you can use it on another machine without having to contact us. **PLEASE READ CAREFULLY** and if you do not fully understand how this deactivation process works, please let us know. We are here to help.





Please NOTE: Once you select the "Deactivate License" button, you will no longer be able to use your license again on that machine. You will receive an additional Jeff-Net Report Runner Batch Confirmation message to confirm your Deactivation.

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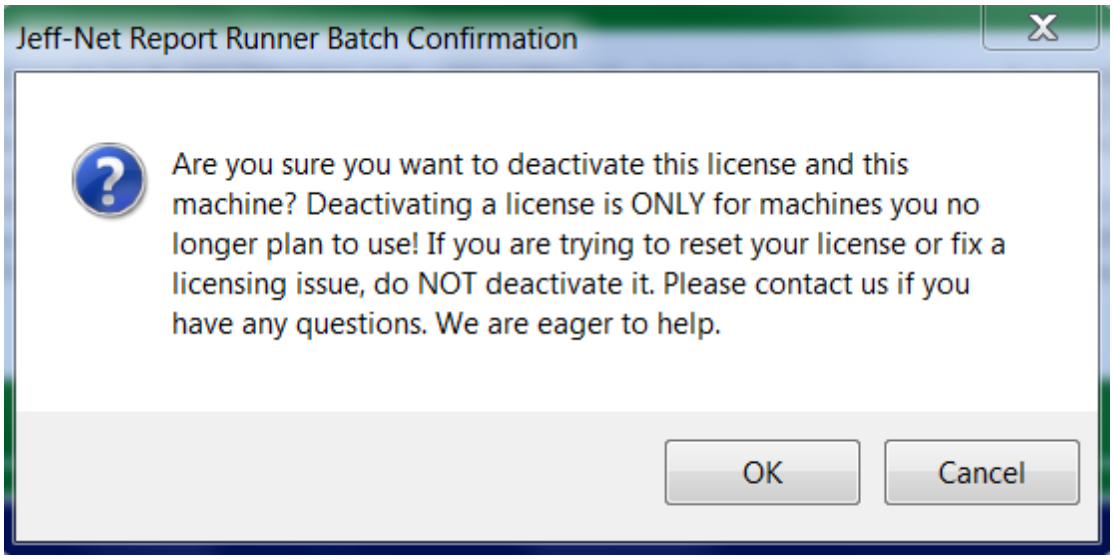

Jeff-Net Report Runner Batch Confirmation
Are you sure you want to deactivate this license and this machine? Deactivating a license is ONLY for machines you no longer plan to use! If you are trying to reset your license or fix a licensing issue, do NOT deactivate it. Please contact us if you have any questions. We are eager to help.
OK
Cancel

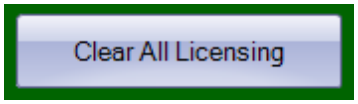
© 2011 Jeff-Net

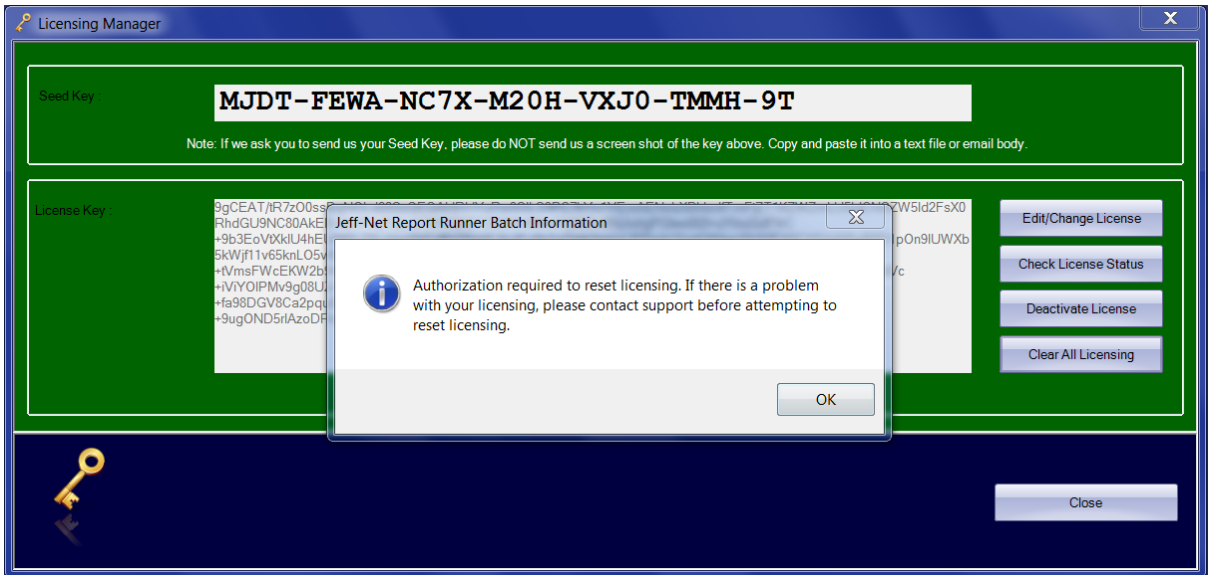
2.4.6.4 Clear All Licensing

We have provided an option to clear all licensing within Report Runner Batch. Although, this process should not be needed. This option is available for whatever reason the licensing on the machine needs to be cleared.

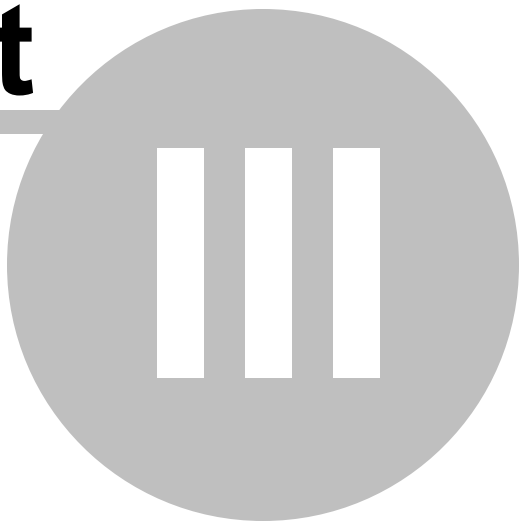
Note: This does require special authorization from our Jeff-Net Support.

If you select this **Clear All Licensing** Button, you will receive a message to contact Jeff-Net Fan Support before attempting to reset licensing. You can **Submit a Ticket** for this request to clear your license.




Licensing Manager
Seed Key :
MJDT-FEWA-NC7X-M20H-VXJ0-TMMH-9T
Note: If we ask you to send us your Seed Key, please do NOT send us a screen shot of the key above. Copy and paste it into a text file or email body.
License Key :
Edit/Change License
Check License Status
Deactivate License
Clear All Licensing
Jeff-Net Report Runner Batch Information
Authorization required to reset licensing. If there is a problem with your licensing, please contact support before attempting to reset licensing.
OK
Close

Part



3 Reference

This **Reference** section has additional information for a more comprehensive understanding of Report Runner Batch.

Tasks Covered In This Section

Reference

- Upgrade FAQ
- Random Tips
- Random Questions
- Online Videos
- Compare Editions
- Jeff-Net Variables
- SuperBatch™
- Magic in the EXE
- Modifying Batch XML Files
- System Reports

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3.1 Upgrade FAQ

The user interface of **Report Runner Batch** has been designed in the latest Microsoft. Net technology and is vastly different from earlier versions (version 11, 10.9 & 8.5). Although, as an experienced user of our software we believe it will still "make sense" to you.

This summary of tips should help you find your way around in the new version and hopefully make your transition smooth.

Upgrade FAQs

Upgrade Users - IMPORTANT Tips You Should Know

1) If you have used the "**Table Configuration Utility**" add-on in the past, this functionality is now built-in (to set multiple IDs/Passwords/DSNs for different data connections. It is in the Basic Settings tab (when adding/ editing your Batch Job) and then check the option **Multiple User IDs and Passwords – Advanced Settings**.
2) We still use the Windows Scheduler, but all scheduling can be done from within Report Runner Batch now (we build the schedules for you and link them to your batches). Under the **Home** menu, click on the **Scheduler** button.
3) **Bursting To Email** - If you're doing an email burst (i.e. bursting reports based on GH1 to an email address), the email address field should be a formula field called {jnBurstEmail}. Within that formula field, either place a specific email field from a table, hardcode an email address, or use If/Then/Else logic to assign different email addresses.
5) **Mail Headers, Mail Footers, and Batch-Specific INI settings** are now built-in to the interface, too. They are available in the **Home** menu and the buttons are active when you create and/or edit your Batch File. Separate text and INI files are still created, but we create them where your batches are and you can add, edit, and delete them from within the Report Runner Batch interface.
6) A new Global Option has been created for naming your Email Subject.

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Under the **Home** menu, click on **Settings-Global Options** button (now on the "Home" screen is on the far right), under the Mail Settings tab, you now have the 3rd option to "Use Report Description". This will automatically single-thread your emails (won't bundle multiple reports on a single email) and send the emails per job. This is not for everybody, but if you need it, it's a huge time-saver.

7) We still recommend staggering your batches (not running at the exact same time), but if you don't, we've worked hard to come up with multiple techniques to keep the batches from "stepping" on each other. If you see any issues with this, please let us know.

Upgrade Users - IMPORTANT INFORMATION Regarding "OLD" Batch Files

1) Your old batches are 99% backward compatible. You do need to open, edit, edit/view parameters and resave each one of them, though. If you have a ton of batches, this will take some time, but it's worth it. We recommend that you open your existing batches WHERE THERE ARE, and do TOOLS, SAVE AS and save them to the new My Batches directory as you update and test each one.
2) We have many customers who have saved XML batch files literally scattered across their network. You can still do this, but we HIGHLY RECOMMEND using our new folder structure to save your batches within the **\AppData\My Batches** folder.
3) We have worked hard so that you can implement a frequent backup of the **\AppData** directory and save **EVERYTHING** that has to do with your batches. If you move to a new machine, and you've saved batches and reports there, that directory is the only directory that needs to be copied over.
4) You will notice a **My Reports** folder, too, within the **AppData** directory.

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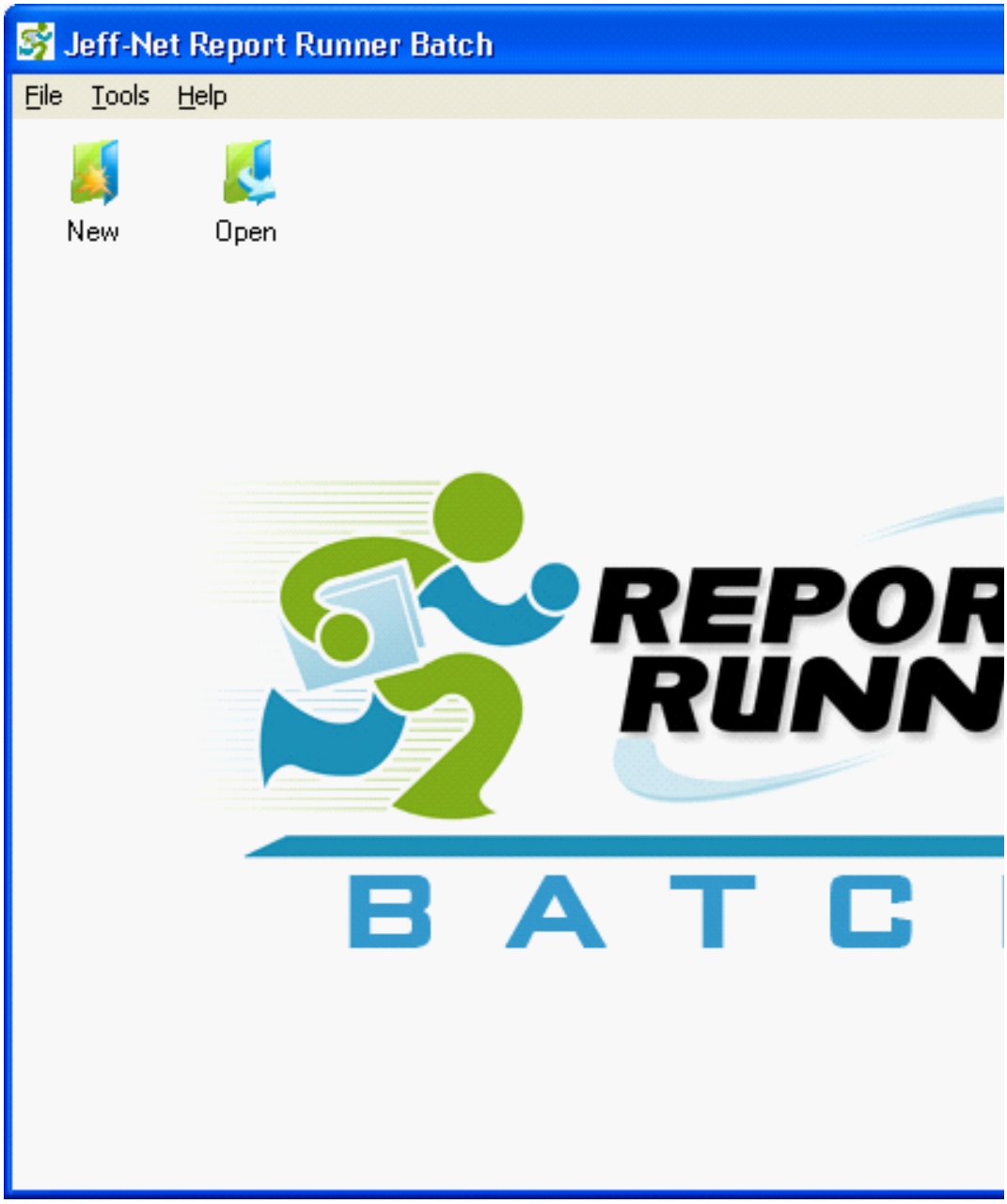
The folders mimic the **My Batches**. We recommend moving your reports to these folders, too, but that's up to you.

- **Check out the difference between Versions!**

Legacy Versions



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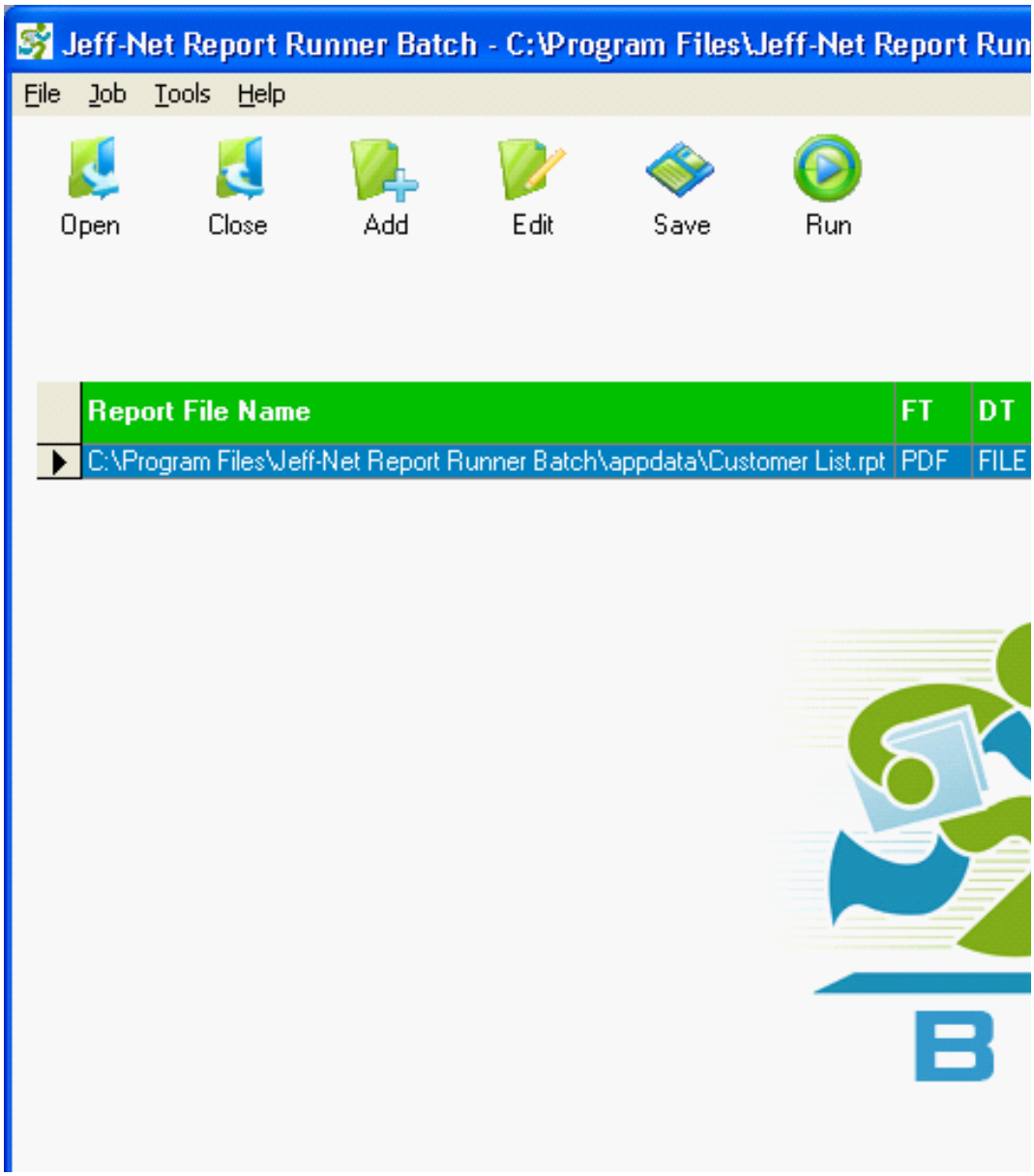
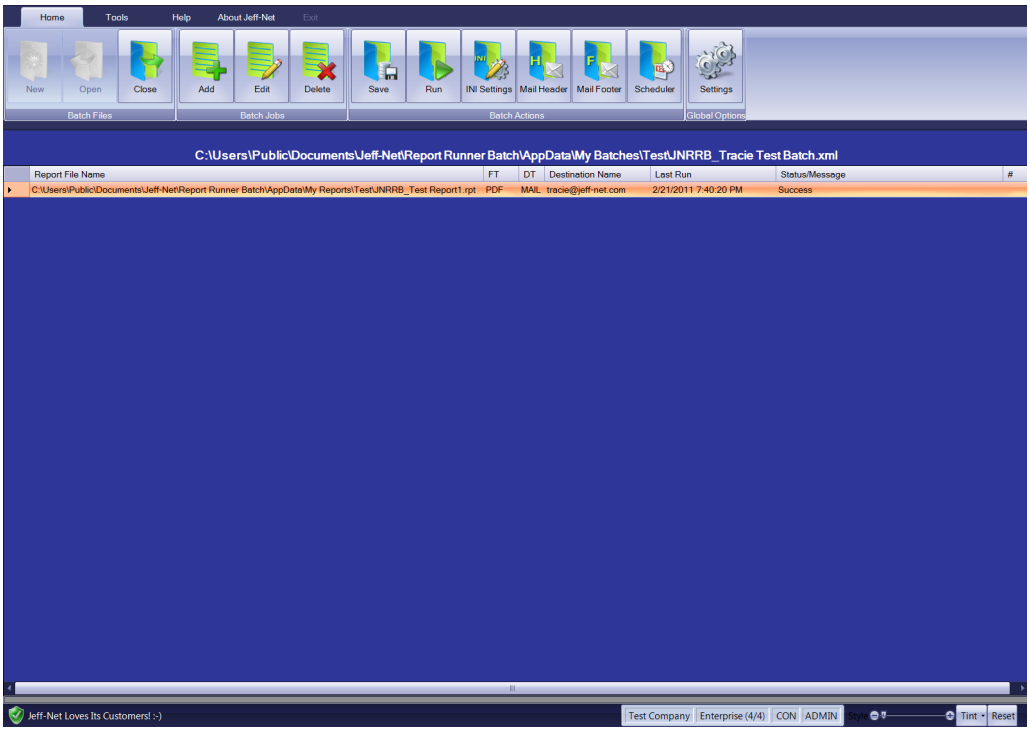


Latest Version



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3.2 Random Tips

Here are a few random tips that we thought might be helpful.

Random Tips

- We recommend saving and organizing your Crystal Reports™ Templates (.rpt files) in the "My Reports" file folder that has been automatically created when you installed Report Runner Batch.

- To save your Batch Files in the "My Batches" file folder that has been created automatically when you installed Report Runner Batch.

- Backup, Backup, Backup. It is so important to always back up your data. With this new version of Report Runner Batch, everything is saved now in the \AppData folder directory to make it easier to back up EVERYTHING that has to do with your Batches.

- We recommend setting a special **Reporting User ID and Password** that **DOES NOT** expire and has full access to all the necessary reports that need to run. This will also be useful with the ID/Password function in the **Scheduler**.

- We had several of our customers ask for "right-click" options when working with their Batch File. We have added this feature in this new version of Report Runner Batch. You can now Run a Job, Edit a Job, and more with just a "right-click".

- If you are having challenges with your Batches, but unsure of what is going on, simply go to the **Help** menu and select **Debugging**. You can **View Current Log**

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File and also **Turn Advanced Debug Log On**.

- What if you want to remove the **Batch Administrator Password** after installation of Report Runner. You will need to contact Jeff-Net Fan Support to help you reset Report Runner Batch back to default. Simply create a help desk ticket and title your request **"Need to remove Administrator Password for Batch"**

- **For 64-bit Machines** - Crystal Reports™ still requires 32-bit DSN's in order for your reports to work properly. To set up a 32-bit ODBC driver, you will need to set up the System DSN's in the 32-bit ODBC Administrator. Go to the **c:\Windows\syswow64** folder. Then locate the file **odbcad32.exe** and double-click to launch the **32-bit ODBC Administrator**. Note: If you have already tried to set up the 64-bit drivers, you will need to remove those before adding the 32-bit drivers.

3.3 Random Questions

We have created this topic to cover a few random questions as they come in and thought to save them with the answers for future reference. We will also have the direct link to the Jeff-Net Knowledgebase article pertaining to that question.

Random Questions

- **How do I check the current version number?**
  - How do I check the current version number of Report Runner Batch?

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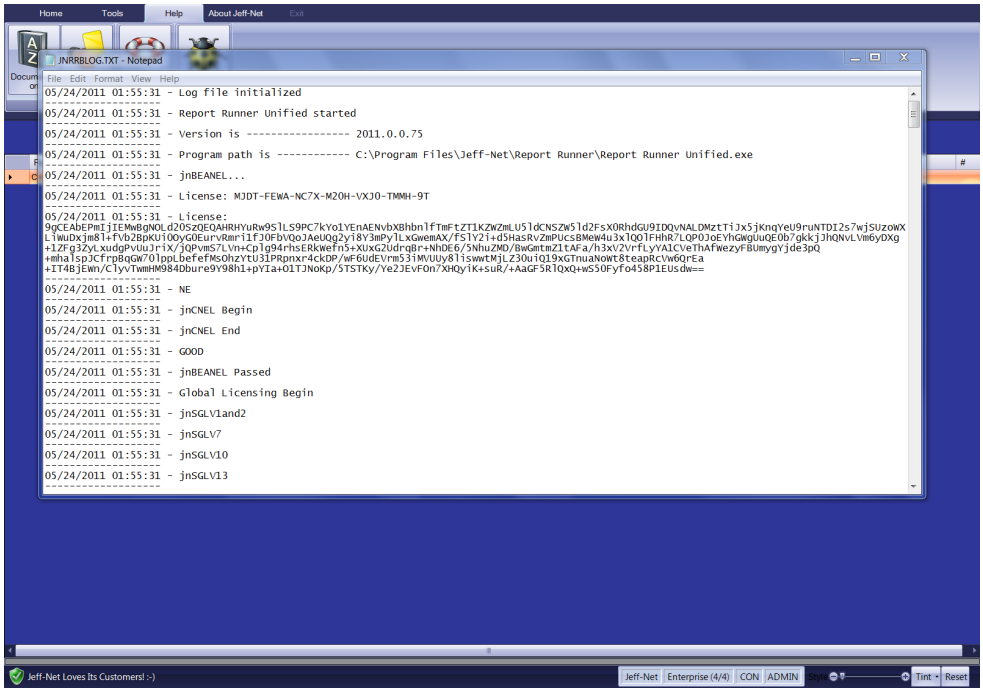
Answer: There are two (2) ways to check the version number.

1) Within the application, simply select the **Help** menu and then select the **Debugging** button. It will provide a drop down menu for you to select **View Current Log File**. See below for a print screen example.

Example:



2) Depending upon how your computer is set up, you should be able to see the JN logo appear in the startup area of your computer, located at the bottom right-hand of your screen, next to the date and time. Simply place your mouse curser over the JN logo and the version will display

Example:

It will display for example "Jeff-Net Report Runner Batch - Version 2011.75"

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See Also:

- Jeff-Net Knowledgebase Article for this topic: How do I know what version I am on?

- **My scheduled report won't run, but it works fine manually. What's the problem?**
  - 99% of the time, the problem is due to running/setting/defining the schedule without setting the ID and password, and choosing to use the System account instead. System accounts work great as long as you have the report file local to the machine. If you try to run an RPT file on the network (or batch XML file --- anything)... network resources are not available to the System account.

    So, you either have to put the RPT file and XML file locally (like on the C drive), or you can set your schedule using your Windows ID/password.

  See Also:

  - Jeff-Net Knowledgebase Article for this topic: My schedule reports won't run...

- **How do I connect Crystal Reports to QuickBooks?**
  - QuickBooks must be open because it works by communicating with the application directly. For example, if you base a report off of a Microsoft Excel spreadsheet that is password protected... the report will only run if the spreadsheet is opened in Microsoft Excel. The only way to use the file DSN you have set up is to have QuickBooks open.

  See Also:

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- Jeff-Net Knowledgebase Article for this topic: How do I connect Crystal Reports to QuickBooks?

How do I remove the JN Footer Message?

- In the JNRRB.INI file, under the [Options] put the following below. That will remove the JN Footer Message.

```
[Options]
TurnJNMessageOff=YES
```

3.4 Online Videos

We have created several online videos to help you familiarize yourself with **Report Runner Batch** and the features and functions available to you.

Report Runner Batch Videos

- Configuring Mail Settings and Running a Batch to Send a Mail
- Configuring Twitter Account Access and Creating a Job to Post Report Data
- Creating a Batch and Adding a Job
- How to Combine PDFs in a Batch with External PDFs
- Modifying and Correcting Report Data Connections (Datasources)
- Scheduling a Batch

3.5 Compare Editions

Which one is right for you? See our Jeff-Net Website for the list of Report Runner Batch Editions available to you.

You'll find them to be very efficiently priced for any size company, from one to thousands.

We also have several different licensing options to meet your needs. Please feel to contact us if you have any questions. We are here to help!

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3.6 Jeff-Net Variables

In this section we will cover all the **Jeff-Net Variables** that are available within Report Runner Batch.

Tasks Covered In This Section

Jeff-Net Variables

- Burst
- Culture Codes
- User Defined
- Output File
- New Line
- Space
- Date and Time Formats

Notes for Users upgrading from older versions of Report Runner Batch

- For those who worked with our legacy versions of Report Runner Batch, in the

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past you had to set a Batch-Specific INI Setting to "Fetch Output Variables" in order for the Jeff-Net Variables to work. As of the 2011 version, this is automatically set for you as a default.

- The [brackets] around the jnKeywords and the casing of the jnKeywords are required.

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3.6.1 Burst

The "Burst" jnKeywords are designed for the "bursting" area within Report Runner Batch.

jnBurstValue

This is the value of the field being burst; ie. if you were bursting on invoice numbers, it would be the invoice number.

Note: This is configured in the Mail Header and Mail Footer for a "Burst" Batch File.

jnBurstEmail

This jnKeyword must be used if you are "bursting" your Batch File via Mail.

If you put an email address field in your GH1 section, Report Runner Batch will burst the file out to the email address (if you choose Mail as the Output format). Also note, it will refresh the email address at runtime if it has changed since you first set up the report, so it is totally data driven. Lastly, you can use multiple email addresses, each address just has to be separated by a semicolon.

So, an example of email bursting, using the Invoice.Rpt discussed previously, you would just put the customers email address in GH1 as well. It would still be grouped on the invoice number, but there would be an added field in the GH1 section. Note, this field does not have to be visible (and probably shouldn't be just for cosmetic purposes). So, with this example, each invoice would be sent to the email address in GH1.

Note: This is configured in your Crystal Reports Template (.rpt) in the Group Header 1 (GH1) section.

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3.6.2 Culture Codes

We have added "Culture Code" settings to allow for month name and days of week to be converted to regional values. The following new jnKeyword settings that are available as of version 2011.67 of Report Runner Batch:

- jn_dayofweek_culture
- jn_dayofweekyesterday_culture
- jn_dayofweektomorrow_culture
- jn_thismonth_culture
- jn_lastmonth_culture
- jn_nextmonth_culture

3.6.3 User Defined

You can pull user-defined values from your report, and use them in your Report Header and Footer templates. You have access to up to 20 user-defined fields. Simply create formula fields (up to 20) named {@jnUser1} (i.e. “jnUser1”). Where you see “1”, that can be digits 1-20. Place the formula(s) on your report template in the Report Header section (the formula(s) can be hidden). To use those values within your Headers and Footers, jnUser1 should be formatted as [jnUser1] (you can include the brackets).

Let’s go through a real report example. Let’s say you wanted to greet the customer personally with a “Mr. Jones:”. In your
report, you would create a formula field called “jnUser1” and code like this:

“Mr. “ & {tablename.CustomerLastName} & “:”

Then, at the beginning of your Mail Header you would use:

[jnUser1]

When your email goes out, in the header you’ll see:

Mr. Jones:

Steps are as follows

To insert the jnUser variable fields within the Mail Header or Mail Footer of Report Runner Batch:

1) Open your Batch File in Report Runner Batch.

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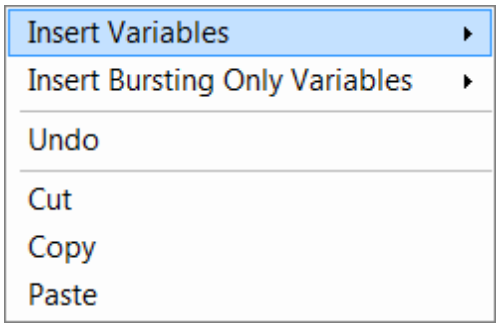
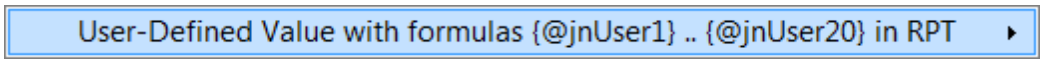
2) Select either the Mail Header or Mail Footer button depending upon what you are trying to accomplish.
3) Right-click in either the Mail Header or Mail Footer for a pop-up list of settings.
4) Select **Insert Variables**.



5) Select **User-Defined Value with formulas**...



6) Select from the following jnUser fields available (jnUser1-20). Depending upon how you identified this jnUser field in your report.

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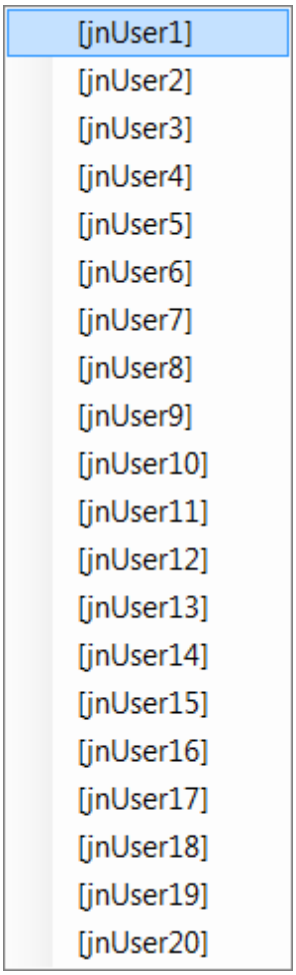

3.6.4 Output File

jnOutputFile

This jnKeyword is used when you want to rename an Output File. In your report, simply create a formula field called **jnOutputFile**.

Here are a few notes to consider for this formula field.

- For FTP and Mail output, just set a file name (no path)
- For File output, you must set the path and file name

NOTE: No numbering, date-time stamps, or file extensions get applied to these overridden files.

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3.6.5 New Line

We created a solution for a problem Crystal Reports has with exporting to a text file. When Crystal Reports exports to text, it randomly inserts carriage returns, word wraps, line breaks and extra spaces, too. We have been unable to find any consistency in how Crystal Report does all of this in text files.

Our solution is to remove ALL of this random formatting and give you a consistent method to format the text file the way you want it by inserting special keywords like **[jnNewLine]** and **[jnSpace]**. This clean-up is triggered by a **Batch-Specific INI Setting**. This clean-up process currently is done only for mail messages where the report is embedded directly into the message. This allows you to send out a "perfect" (consistently formatted) email message every time.

[jnNewLine]

This jnKeyword is activated when the Batch-Specific INI Setting **CleanAndFormat=YES** is listed under the [Options] Group Header.

- This inserts a carriage return (if you want an extra blank line between something, just put two of them side-by-side) within your message in your report.

3.6.6 Space

We created a solution for a problem Crystal Reports has with exporting to a text file. When Crystal Reports exports to text, it randomly inserts carriage returns, word wraps, line breaks and extra spaces, too. We have been unable to find any consistency in how Crystal Report does all of this in text files.

Our solution is to remove ALL of this random formatting and give you a consistent method to format the text file the way you want it by inserting special keywords like **[jnNewLine]** and **[jnSpace]**. This clean-up is triggered by a **Batch-Specific INI Setting**. This clean-up process currently is done only for mail messages where the report is embedded directly into the message. This allows you to send out a "perfect" (consistently formatted) email message every time.

[jnSpace]

These jnKeywords are activated when the **Batch-Specific INI Setting CleanAndFormat=YES** is listed under the [Options] Group Header.

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[jnSpace]

- This inserts one (1) blank space within your message in your report.

[jnSpace-3]

- This inserts three (3) blank spaces within your message in your report.

[jnSpace-5]

- This inserts five (5) blank spaces within your message in your report.

[jnSpace-10]

- This inserts ten (10) blank spaces within your message in your report.

3.6.7 Date and Time Formats

We have lots of predefined date and time formats. Basically, anything you need to do with date and time we can do. We have so many that we have only given you a few examples with these date and time formats to get you started. Feel free to ask us if you have any questions. We are here to help!

Tasks Covered In This Section

Date and Time Formats

- Most Popular
- Day First
- Month First
- Weeks, Months & Years

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- Today

3.6.7.1 Most Popular

We have listed below the most popular date/time stamp formats that can be used within Report Runner Batch for the date/time stamp format at the end of your **Report File Name**.

Note: These are configured in the Settings-Global Options.

Most Popular Stamp Formats

These date stamp formats below are what your Report File Name will look like when you export to File, Mail or FTP.

Example Note: *Using the date of January 18, 2011 and the time at 4 hours, 09 minutes and 33 seconds for these Stamp Formats below.*

jn_MMDDYYHHMMSS (Current Date and Time Format)
- *YourReportName_011811040933*

jn_DDMMYYHHMMSS (Current Date and Time Format with the Day before the Month)
- *YourReportName_180111040933*

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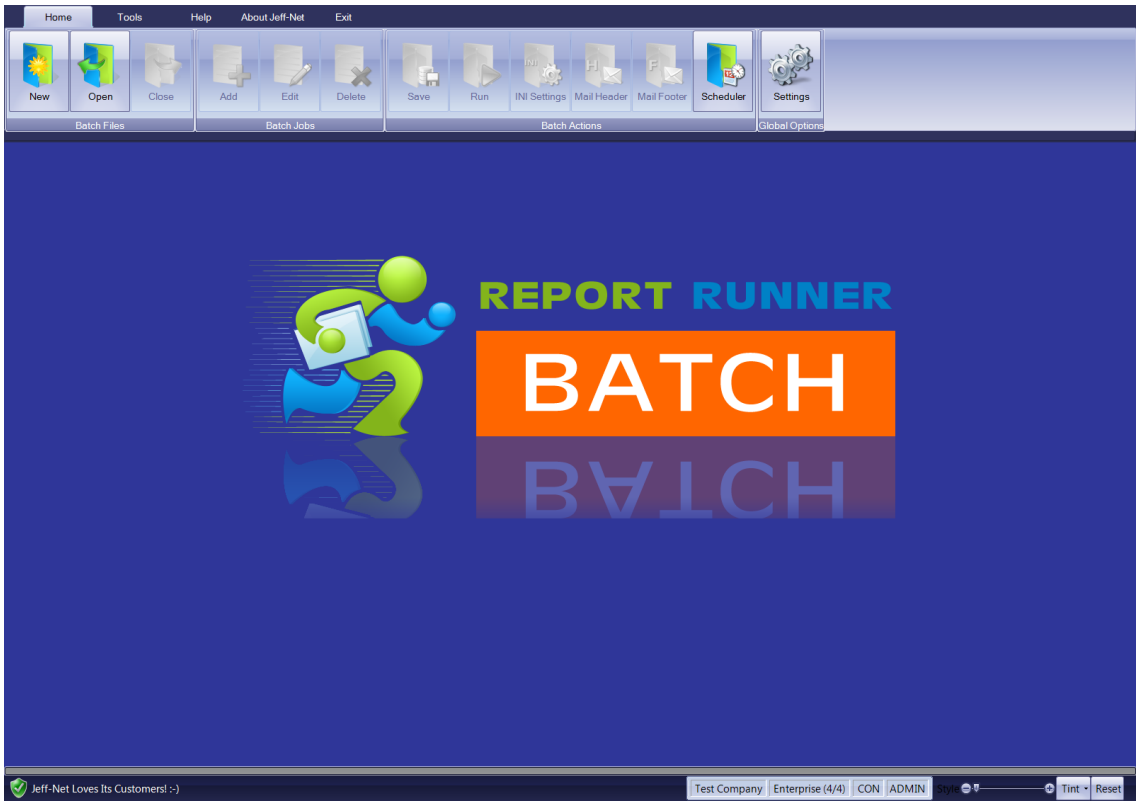
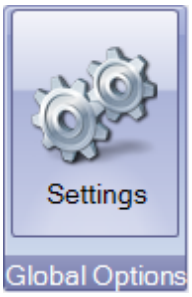
Steps are as follows

1) Open Report Runner Batch.



2) Under the **Help** menu, select the **Settings-Global Options** button.



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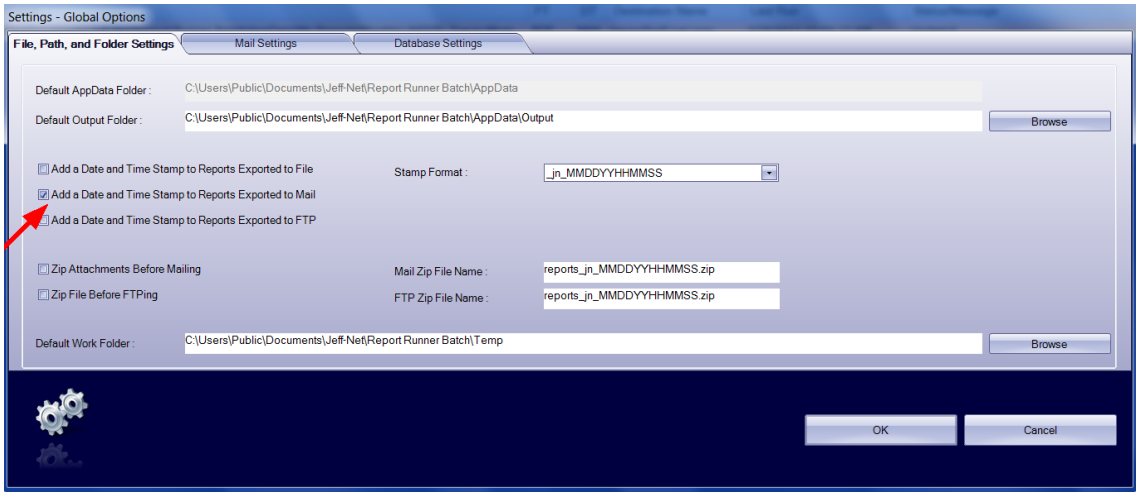
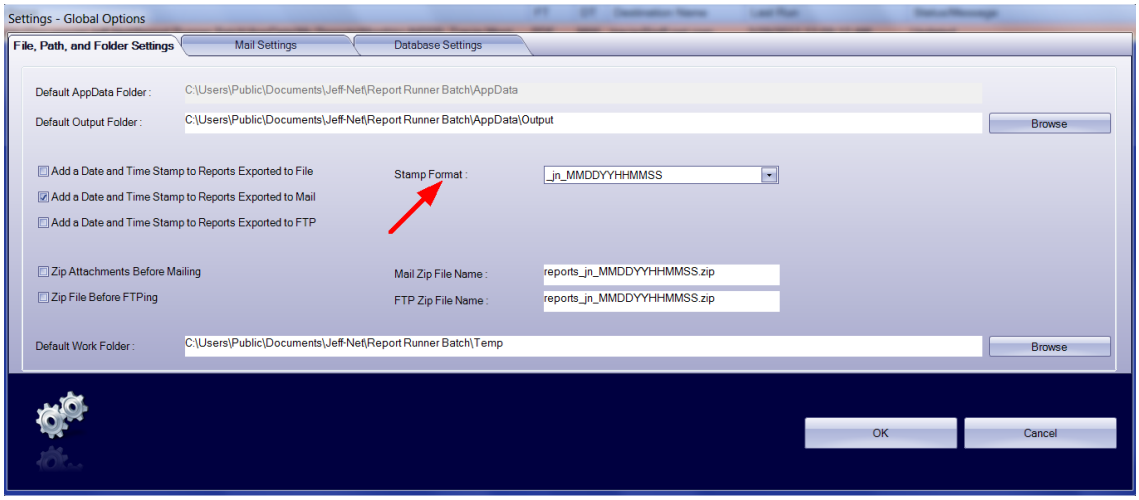
3) Check either of the three (3) options for adding a Date and Time Stamp to Reports. You can check one or all three. In this print screen below we have checked "Add a Date and Time Stamp to Reports Exported to Mail".



Note: This is a Global Setting that will be applied to ALL Batch Jobs and Batch Files.

4) Then select the **Stamp Format** from the drop down menu. In this print screen below we have selected the popular stamp format "jn_MMDDYYHHMMSS".



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5) After you have confirmed your Date and Tim Stamp settings, simply select the OK button to save your settings.

See Also:

- File, Path, & Folder Settings for more information on this particular tab within Settings-Global Options.

3.6.7.1.1 Additional

We have listed below **additional** date/time stamp formats that can be used within Report Runner Batch for the date/time stamp format at the end of your **Report File Name**.

Note: These are configured in the Settings-Global Options.

Additional Stamp Formats

These date stamp formats below are what your Report File Name will look like when you export to File, Mail or FTP.

Example Note: Using the date of January 18, 2011 and the time at 4 hours, 09 minutes and 33 seconds for these Stamp Formats below.

jn_YYYYMMDDHHMMSS (Current Date and Time with 4 digit Year in front)
- *YourReportName_20110118040933*

jn_YYYYDDMMHHMMSS (Current Date and Time with the Day before the Month and the 4 digit Year in front)
- *YourReportName_20111801040933*

jn_MMDDYYYYHHMMSS (Current Date and Time with a 4 digit Year)
- *YourReportName_01182011040933*

jn_DDMMYYYYHHMMSS (Current Date and Time with the Day before the Month and a 4 digit Year)
- *YourReportName_18012011040933*

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jn_MMDDYYYY (Current Date with a 4 digit Year)
- *YourReportName_01182011*

jn_DDMMYYYY (Current Date with the Day before the Month and a 4 digit Year)
- *YourReportName_18012011*

jn_YYYY (Current 4 digit Year)
- *YourReportName_2011*

jn_YY (Current Year)
- *YourReportName_11*

jn_MM (Current Month)
- *YourReportName_01*

jn_DD (Current Day)
- *YourReportName_18*

jn_HHMMSS (Current Hour, Minutes and Seconds Format)
- *YourReportName_040933*

jn_HHMM (Current Hour & Minutes Format)
- *YourReportName_0409*

jn_HH (Current Hour)
- *YourReportName_04*

jn_MM2 (Current Minutes)
- *YourReportName_09*

jn_SS (Current Seconds)
- *YourReportName_33*

See Also:

- File, Path & Folder Settings
- Settings-Global Options

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3.6.7.2 Day First

We have listed below the "**Day First**" Date Format jnKeywords that are available within Report Runner Batch for the **Email Subject (i.e. Subject)**. When used, they will be replaced dynamically with the content described.

Note: These are configured in the Batch Specific INI Settings under the [Options] Group Header.

jn_yesterdayDDMMYY (dd/MM/yyyy)+

jn_tomorrowDDMMYY (dd/MM/yyyy)

Last Week

jn_lastweekSundayDDMMYY

jn_lastweekMondayDDMMYY

jn_lastweekTuesdayDDMMYY

jn_lastweekWednesdayDDMMYY

jn_lastweekThursdayDDMMYY

jn_lastweekSaturdayDDMMYY

This Week

jn_thisweekSundayDDMMYY

jn_thisweekMondayDDMMYY

jn_thisweekTuesdayDDMMYY

jn_thisweekWednesdayDDMMYY

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jn_thisweekThursdayDDMMYY

jn_thisweekFridayDDMMYY

jn_thisweekSaturdayDDMMYY

This Week Next

jn_thisweekNextSundayDDMMYY

jn_thisweekNextMondayDDMMYY

jn_thisweekNextTuesdayDDMMYY

jn_thisweekNextWednesdayDDMMYY

jn_thisweekNextThursdayDDMMYY

jn_thisweekNextFridayDDMMYY

jn_thisweekNextSaturdayDDMMYY

See Also:

- INI Settings

3.6.7.3 Month First

We have listed below the "**Month First**" Date Format jnKeywords that are available within Report Runner Batch for **Email Subject.**When used, they will be replaced dynamically with the content described.

Note: These are configured in the Batch Specific INI Settings under the [Options] Group Header.

jn_yesterdayMMDDYY (MM/dd/yyyy)

jn_tomorrowMMDDYY (MM/dd/yyyy)

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Last Week

jn_lastweekSundayMMDDYY

jn_lastweekMondayMMDDYY

jn_lastweekTuesdayMMDDYY

jn_lastweekWednesdayMMDDYY

jn_lastweekThursdayMMDDYY

jn_lastweekFridayMMDDYY

jn_lastweekSaturdayMMDDYY

This Week

jn_thisweekSundayMMDDYY

jn_thisweekMondayMMDDYY

jn_thisweekTuesdayMMDDYY

jn_thisweekWednesdayMMDDYY

jn_thisweekThursdayMMDDYY

jn_thisweekThursdayMMDDYY

jn_thisweekSaturdayMMDDYY

This Week Next

jn_thisweekNextSundayMMDDYY

jn_thisweekNextMondayMMDDYY

jn_thisweekNextTuesdayMMDDYY

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jn_thisweekNextWednesdayMMDDYY

jn_thisweekNextThursdayMMDDYY

jn_thisweekNextFridayMMDDYY

jn_thisweekNextSaturdayMMDDYY

3.6.7.4 Weeks, Months & Years

This section covers the **jnKeywords** for the Weeks, Months & Years Date Formats that are available within **Report Runner Batch** for the Email Subject.

Note: These are configured in the Batch-Specific INI Settings under [Options] Group Header.

Weeks

jn_dayofweek

jn_dayofweekyesterday

jn_dayofweektomorrow

Months

jn_thismonth

jn_lastmonth

jn_nextmonth

Years

jn_thisyear

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jn_lastyear

jn_nextyear

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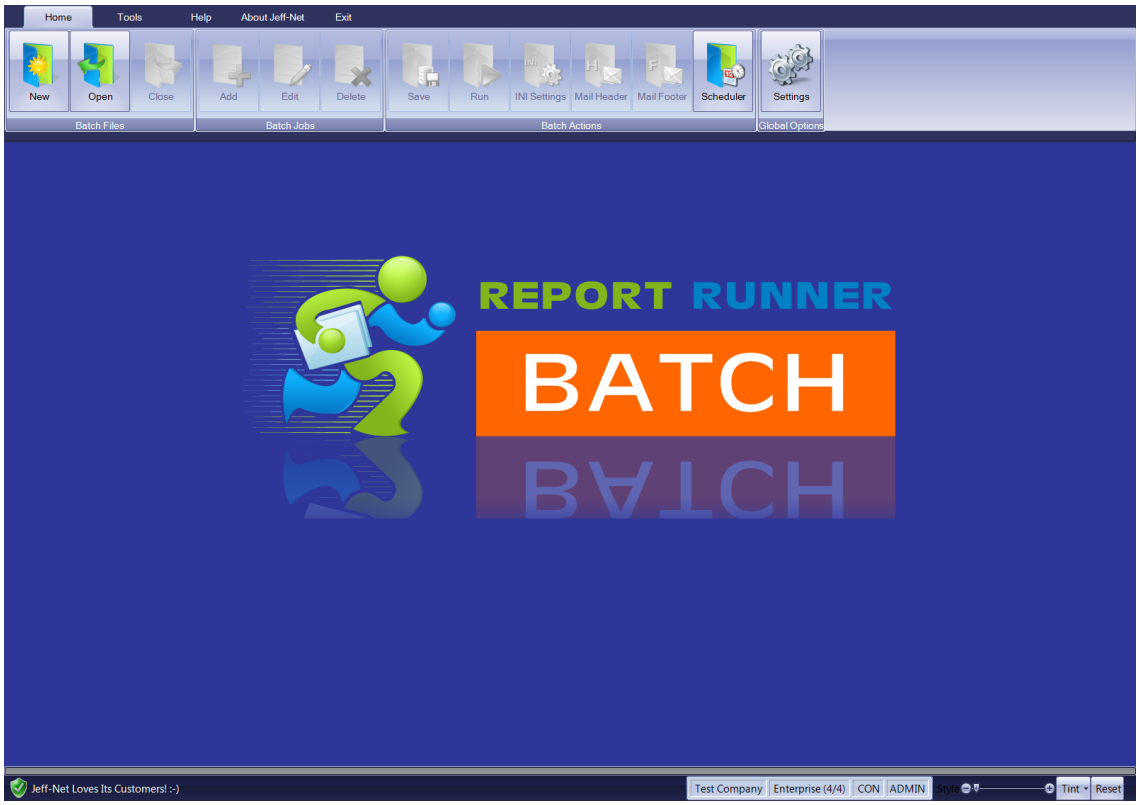
Steps are as follows

For this example we will use the **jn_thismonth** date format in the Email Subject.

1) Open Report Runner Batch.



2) Open your Batch File.

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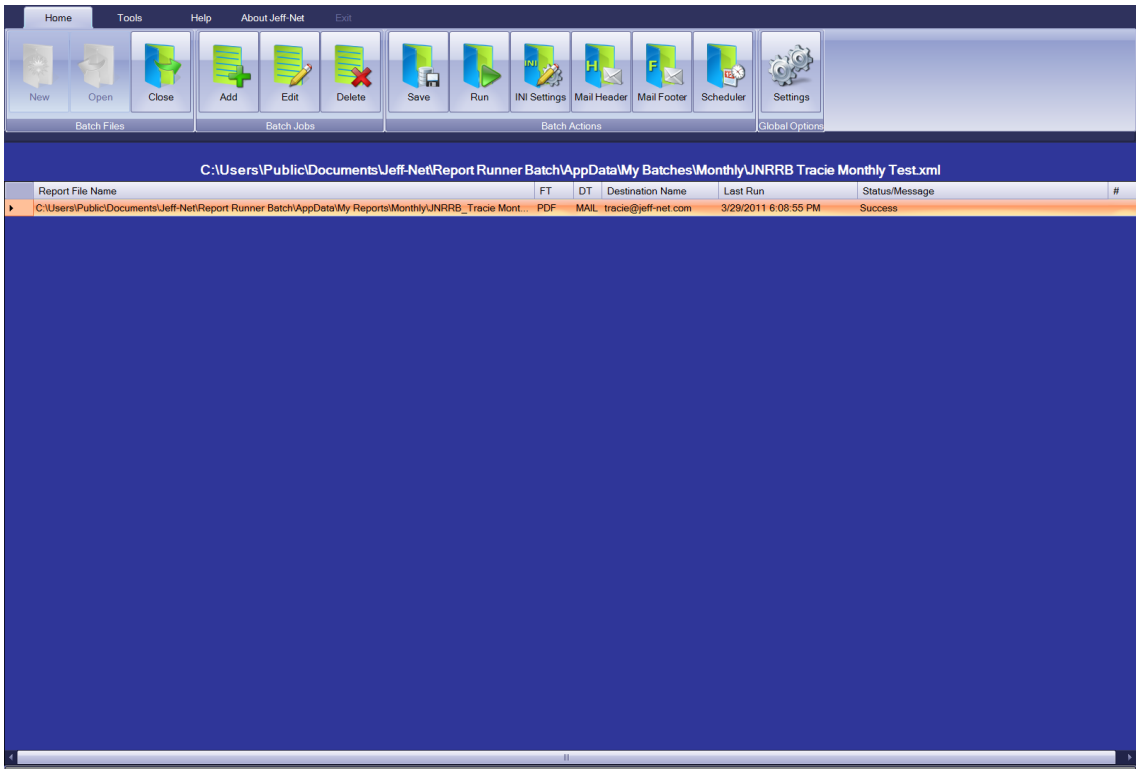

3) Under the **Home** menu, select the **INI Settings** button.

4) Insert the **Subject=** setting under the **[Options] Group Header**.

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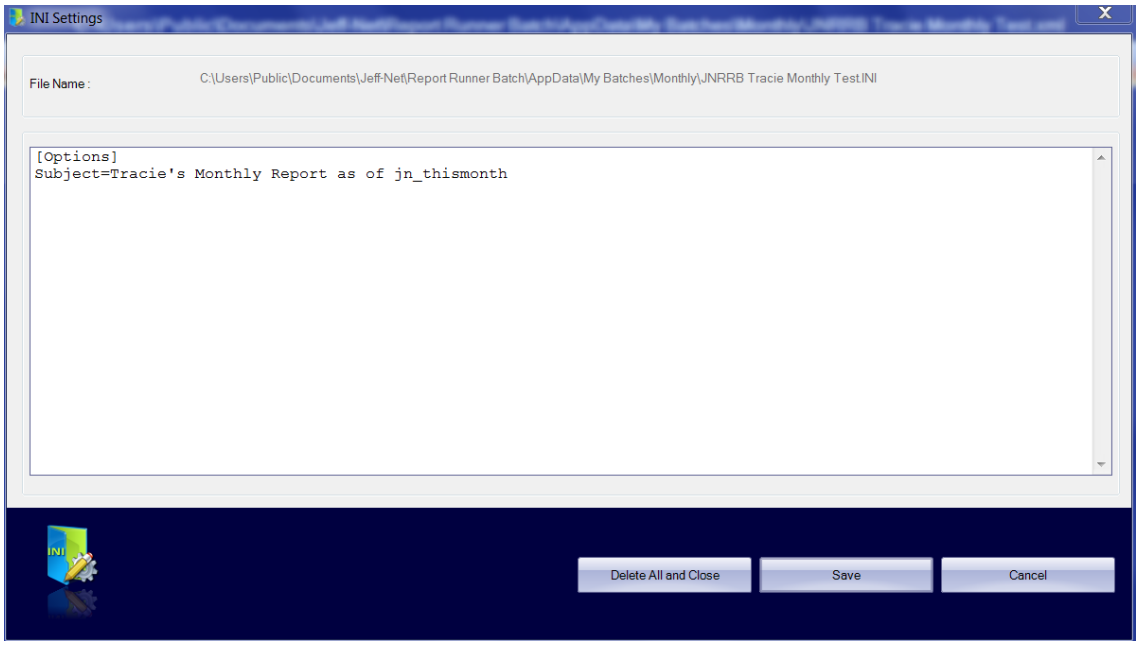

5) Type in the information you need your Email Subject to look along with the jnKeyword (in these steps we are using **jn_thismonth**). See example above.
6) Select the **Save** button to save your **INI Settings**.
7) You will notice the **INI Settings** button has a pencil in front to show you now have information in your INI Settings.

8) Then you can schedule your Batch File or run it manually.
9) Here is the end result after this particular Batch File exported via Mail with PDF Attachment. As you can see in the Email Subject the **jn_thismonth** shows "March" as Report Runner Batch generated this on March 29, 2011. You will also see that the date and time stamp **jn_MMDDYYHHMMSS** was used in the

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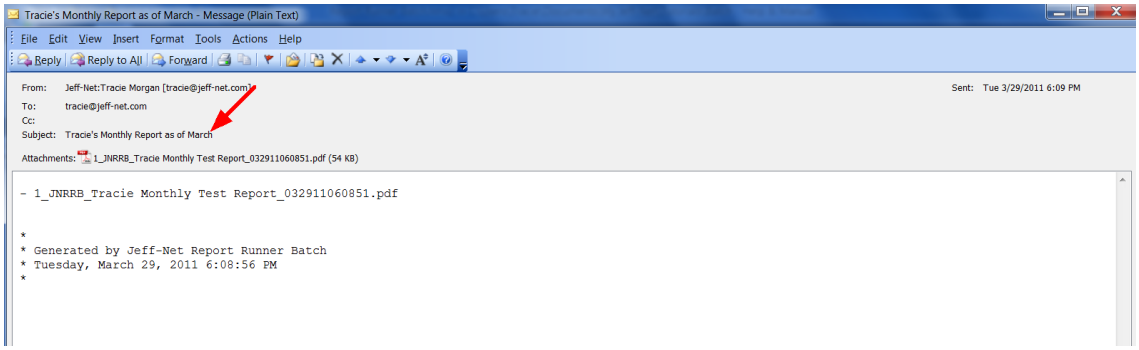
Output File Name.


Tracie's Monthly Report as of March - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: Jeff-Net:Tracie Morgan [tracie@jeff-net.com]
Sent: Tue 3/29/2011 6:09 PM
To: tracie@jeff-net.com
Cc:
Subject: Tracie's Monthly Report as of March
Attachments: 1_JNRRB_Tracie Monthly Test Report_032911060851.pdf (54 KB)
- 1_JNRRB_Tracie Monthly Test Report_032911060851.pdf
*
* Generated by Jeff-Net Report Runner Batch
* Tuesday, March 29, 2011 6:08:56 PM
*

See Also:

- INI Settings

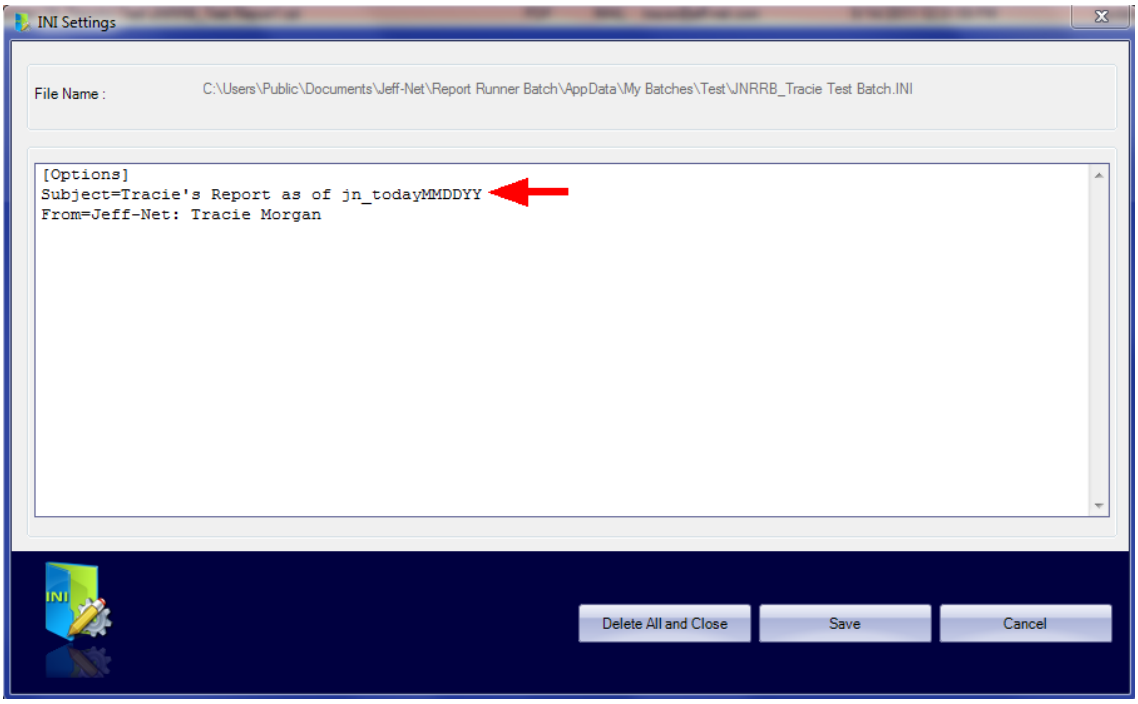
3.6.7.5 Today

This section covers the **jnKeywords** for "**Today**" Date And Time Format that are available within **Report Runner Batch** for the Email Subject.

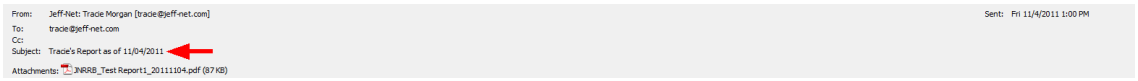
Today

jn_todayMMDDYY

- See an example on how to use **jn_todayMMDDYY** for your Email Subject. This example below was performed on November 4, 2011 so it will reflect that day.
- Open your **Batch File** in **Report Runner Batch** and then select the **INI Settings** button. It will look something like this in the below print screen image. I have used a **red** arrow to point out this **Jeff-Net Variable** for this example.



- Here is the result after running the Batch File with the **jn_todayMMDDYY** **Jeff-Net Variable**. I have used a **red** arrow to point out the result in the print screen image below.


From: Jeff-Net: Tracie Morgan [tracie@jeff-net.com]
Sent: Fri 11/4/2011 1:00 PM
To: tracie@jeff-net.com
Cc:
Subject: Tracie's Report as of 11/04/2011
Attachments: JNRRB_Test Report1_20111104.pdf (87 KB)

Note: When you use this Jeff-Net Variable "Today" will vary depending upon when you run your Batch File. For this example it was run on November 4, 2011 so that is why you see that date of 11/04/2011.

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3.7 SuperBatch

It's a bird, it's a plane, it's SuperBatch™! This is a new feature as of 2011 and is designed to trigger other batches with just one batch, SuperBatch™.

SuperBatch™ Trigger Tree

We have also added an option in the Scheduler to view a **SuperBatch Trigger Tree** so you can see how your batches are triggered.

3.8 Bursting

Have you ever wished there was a way to take a report that, based on the grouping of the report, could some how automatically break apart and go where it needs to go? If you had a report called Invoice.Rpt and it was grouped by invoice number… wouldn't it be cool if the report would run and generate one PDF for each invoice number?

Well, our "bursting" feature will do just that. Based on the group selected…for example Group Header 1 or GH1,
Report Runner Batch will automatically break apart the report.

The basic concept of bursting has to do with taking a single report and splitting out the output either on Group Header 1 (GH1 Bursting) or by running the report multiple times passing different parameters (Parameter Bursting).

Special Notes:

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*** Make sure you use the "Send All" button so it's an "All" burst, and not a "selected" burst. We give you the option for either. "Selected" means you choose the groups you want to burst. "All" means include current data and future data changes. "All" is 100% data-driven.**

*** The group field that you're bursting on MUST be a STRING datatype (no datetime, number, currency).**

3.8.1 By File or Email

In this section we will briefly cover the **Bursting By File or Email**.

Bursting By File

For file output bursting use **jnBurstValue**, whatever your **GH1** group is, **Report Runner Batch** would output the report to the directory you specified, call the file name what you specified as the output file and tag the end of the file with the **GH1** field value. For example, if for your Invoice.Rpt report, you had ten (10) invoices that would break on **GH1**, the output would look like this: Invoice_99991.pdf, Invoice_99882.pdf, Invoice_99775.pdf, etc. Make sense? You would have had to set up 10 different jobs in a batch to accomplish the same amount of work as this in one job. So, that was an example of file bursting.

Bursting By Email

What about email bursting? It's quite simple.

If you put an email address field in your **GH1** section, JNRRB will burst the file out to the email address (if you choose Mail as the Output format). You will also need to use the **jnBurstEmail** Formula in the **GH1** (See Jeff-Net Variables for another reference on this formula field). Also note, it will refresh the email address at runtime if it has changed since you first set up the report, so it is totally data driven. Lastly, you can use multiple email addresses, each address just has to be separated by a semicolon. So, an example of email bursting, using the Invoice.Rpt

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discussed previously, you would just put the customers email address in GH1 as well. It would still be grouped on the invoice number, but there would be an added field in the **GH1** section. Note, this field does not have to be visible (and probably shouldn't be just for cosmetic purposes). So, with this example, each invoice would be sent to the email address in **GH1**. Ok, let's do an example now using real data (OK… test data using our sample database – haha). Speaking of which, if you don't have the sample database, download it from here: http://www.jeff-net.com/software/sampleburstingdb.zip (you can create your own test directory to extract this to).

Note: This zip (http://www.jeff-net.com/software/sampleburstingdb.zip) has an Access database for the data source for the reports. It is password protected. The password is "bursting". Why password protect it if we're just going to give you the password? We want to re-enforce the idea that you need to enter the DB password for bursting report setup. If you don't you will get an error message and you won't see the available groups to select for bursting. So, when setting up the following tutorial example, you will use "admin" for the ID, and "bursting" for the PW (password).

Tip: Do not use the quotations that we have around the ID and PW when you type that information. That is strictly to indicate to you the ID and PW.

Create A Bursting Batch From Sample Bursting Database

1) Open **Report Runner Batch**

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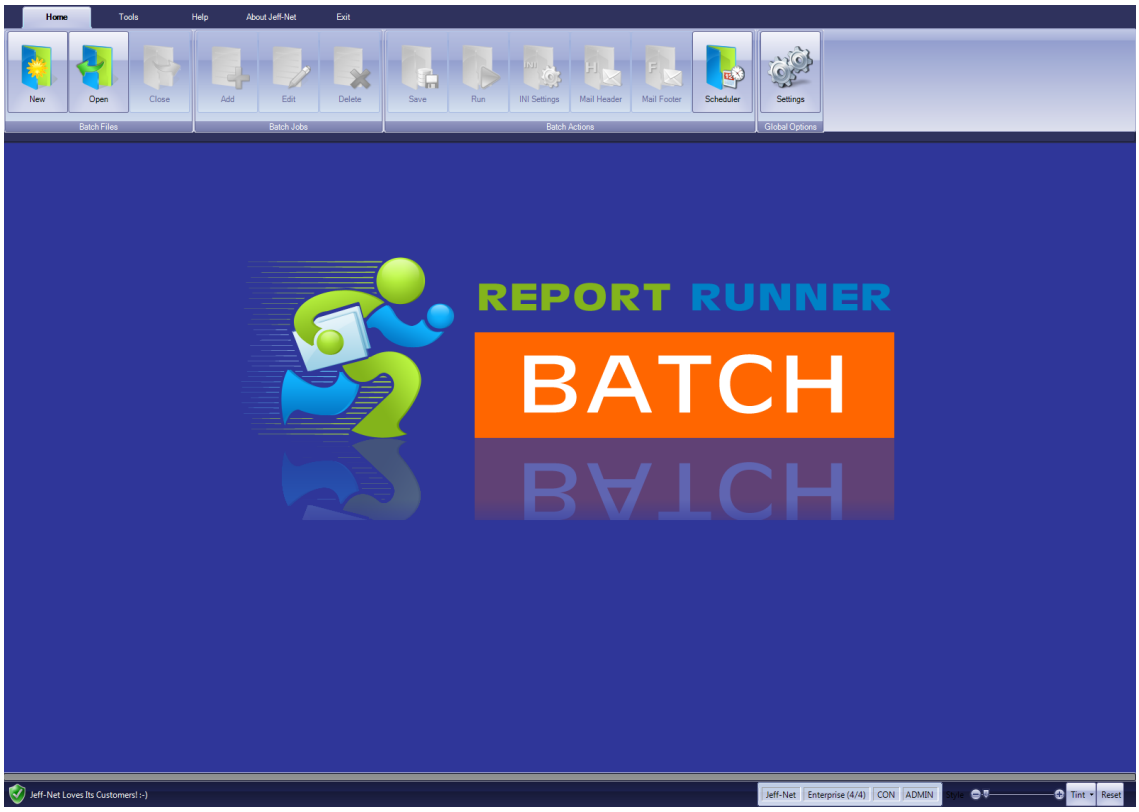
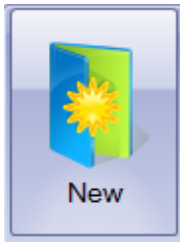


2) Create a NEW Batch File by selecting the **New** button.



3) You will see a window pop up that will ask you "**What Type Of Batch Would You Like To Create?**"

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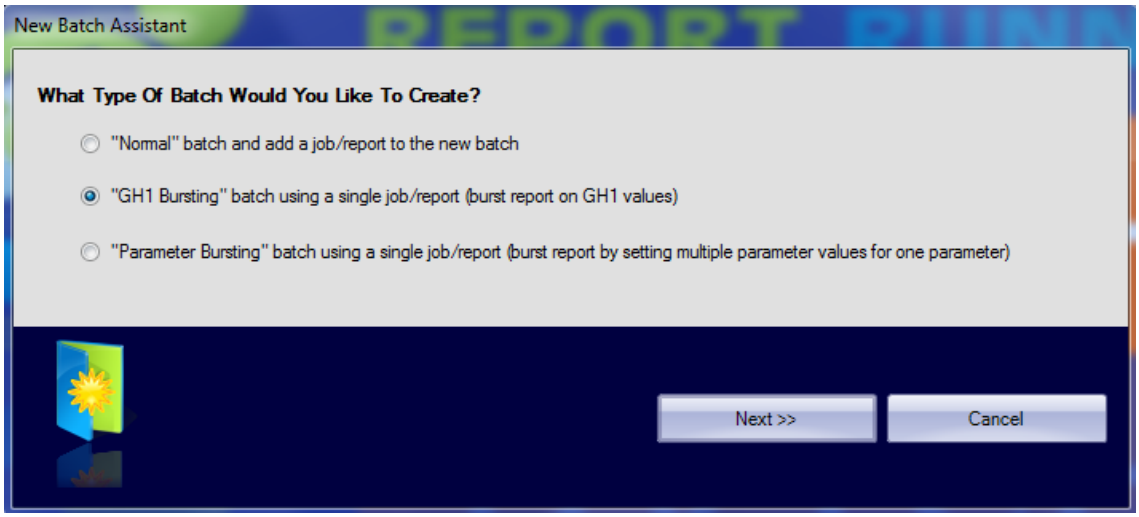
New Batch Assistant
What Type Of Batch Would You Like To Create?
"Normal" batch and add a job/report to the new batch
"GH1 Bursting" batch using a single job/report (burst report on GH1 values)
"Parameter Bursting" batch using a single job/report (burst report by setting multiple parameter values for one parameter)
Next >>
Cancel

4) Select the option **"GH1 Bursting" batch using a single job/report (burst report on GH1 values)**. It has been selected in the print screen image above.
5) Locate and open the **jnbursting.rpt** that was in the download above (http://www.jeff-net.com/software/sampleburstingdb.zip). For this exercise we saved this report after the download in our "My Reports" that is installed with the software.

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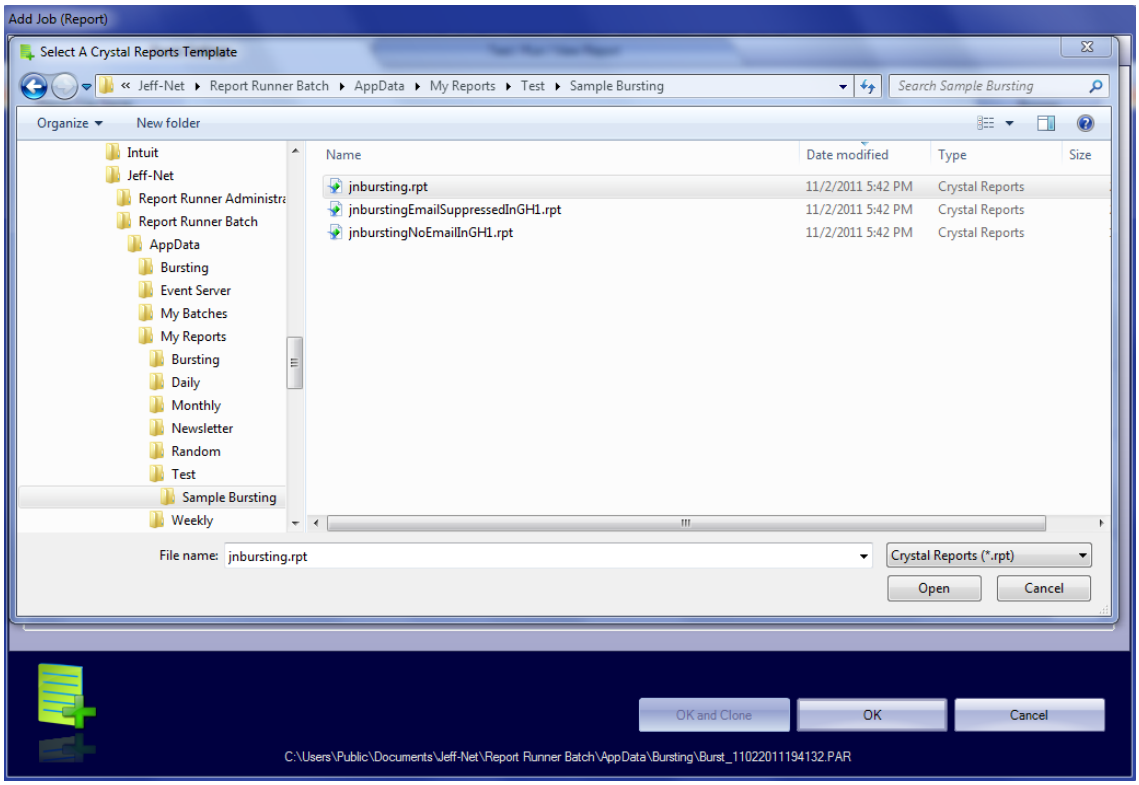

6) Highlight the **jnbursting.rpt** file and select **Open**.

7) This report should now be in the **Add Job (Report)** Window.

8) You will want to leave the default **Destination Type** as "**File**" and the **Output Format** "**PDF**" for this exercise.

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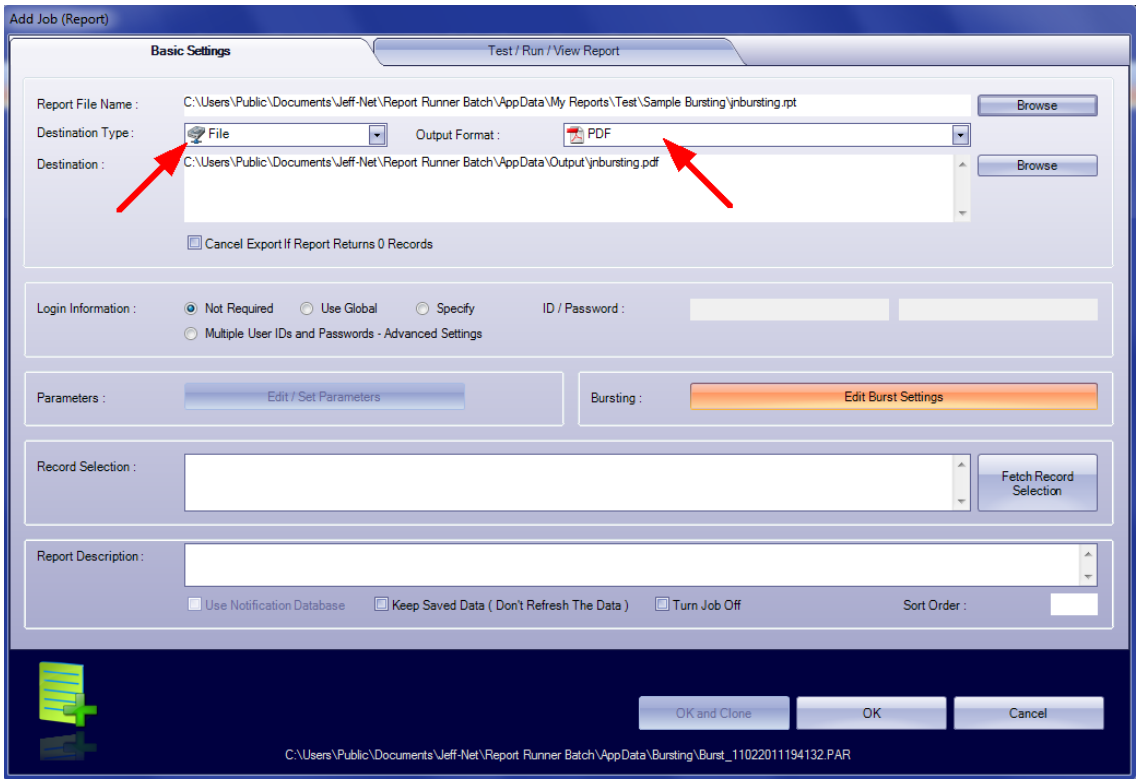

9) Then in the **Login Information** area of the **Add Job (Report)** Window select the "Specify" bullet button. And then enter in the ID as "admin" and then the Password as "bursting"

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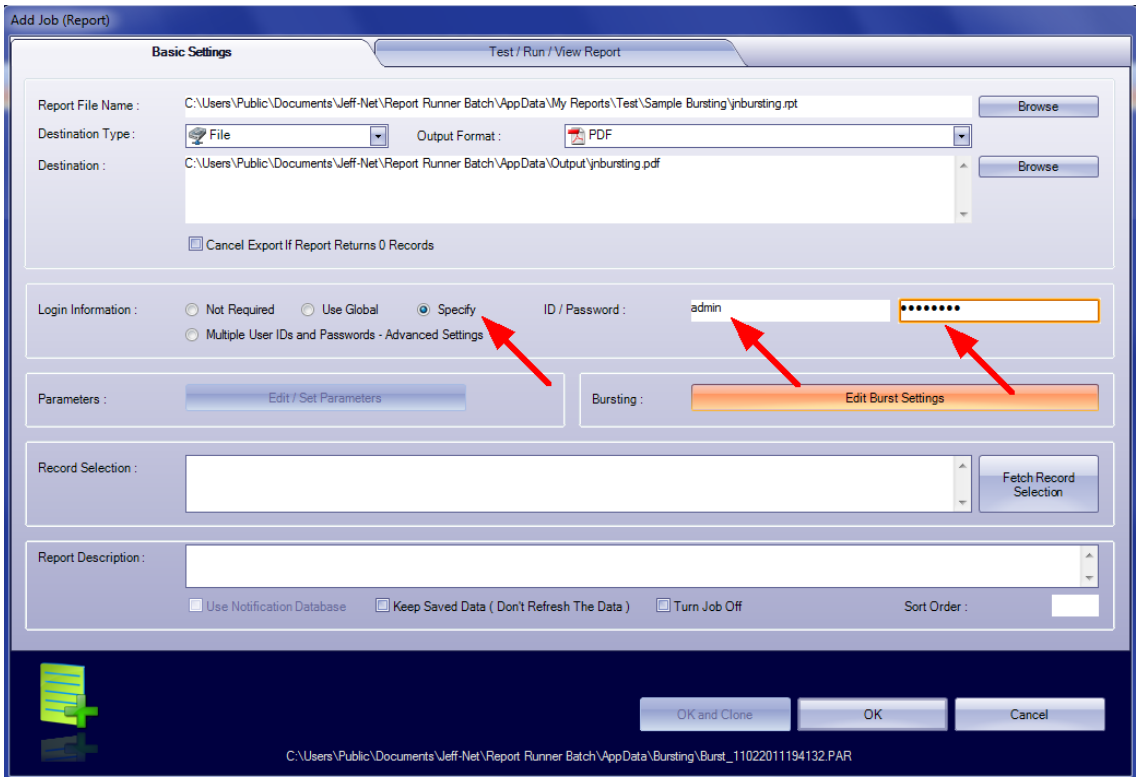

10) Then select the **Edit Burst Settings** button in the Bursting area of the **Add Job (Report)** Window. You should see this screen below after making this selection.

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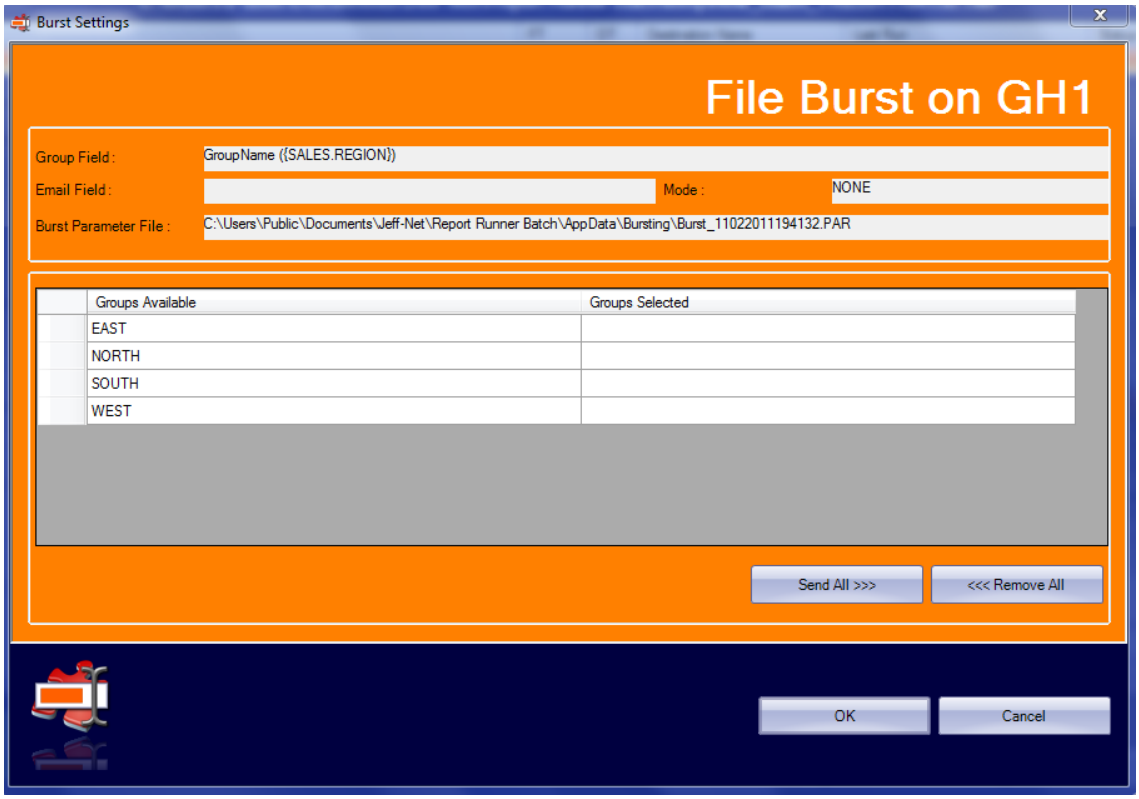

11) Notice the four groups on the left (EAST, NORTH, SOUTH, WEST). Double click on the **NORTH & SOUTH** to where it is on the right side under "Groups Selected".

12) It should like this once you have completed this step. The other two (EAST, WEST) will be ignored for this exercise.

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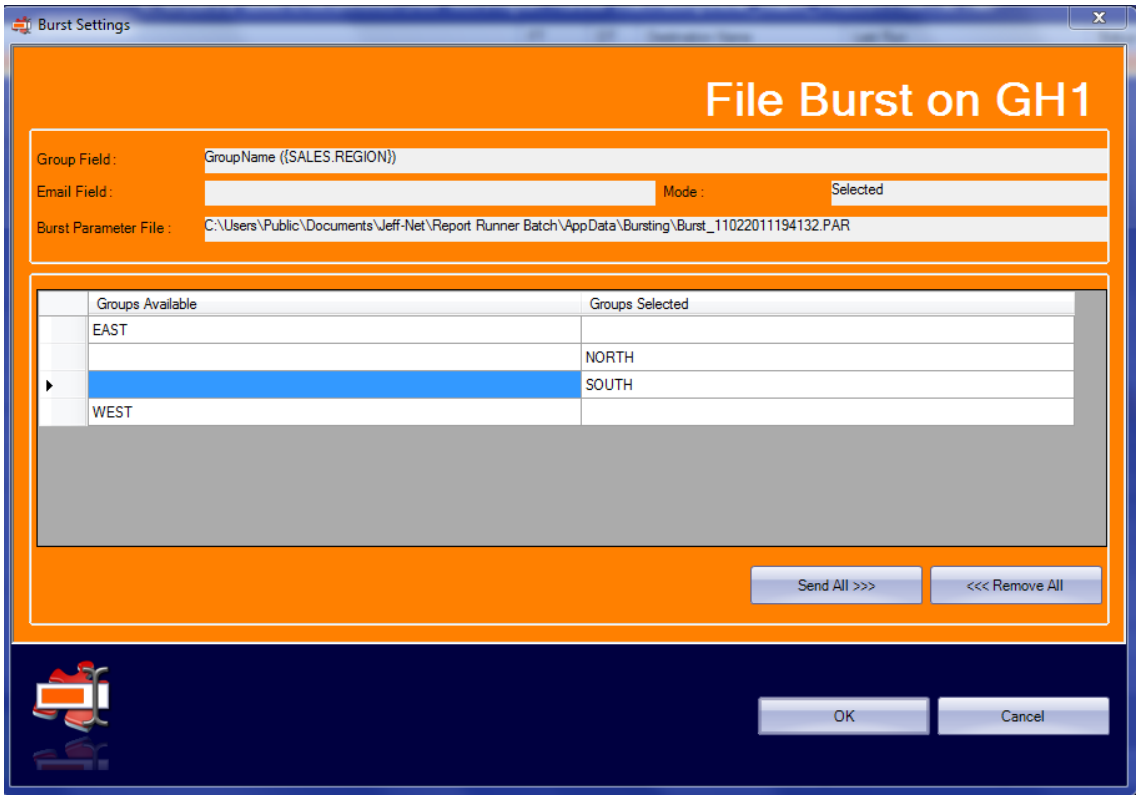
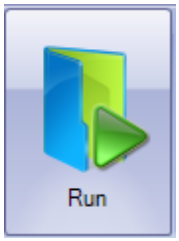


13) Then select **OK** from the **File Burst on GH1** Window Screen

14) Then select **OK** to save the job settings in the **Add Job (Report)** Window.

15) Run the Batch File by selecting the **Run** button.



16) Then go check the Output Folder where the bursting batch file exported the PDF files. In this case for the exercise it was located here in the C Drive: C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\Output

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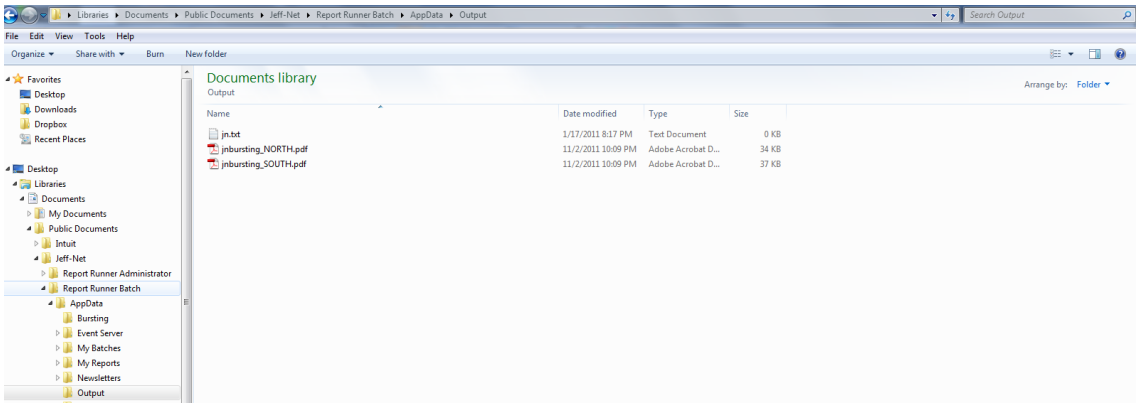

17) You can test and open each PDF document for NORTH and SOUTH.

More Information

See Also:

- Group Header for additional notes on GH1 and Crystal Reports 2008 Runtime limitations.

3.8.2 By Special Email Letter

SPECIAL EMAIL “LETTER” BURSTING: Do you need to send out notices, letters, or alerts where you want the report data to be exported into the body of the email, instead of as an attachment? Normally, when you want to export the report data into the body of the email, you should use “Message via Mail” for the destination type. This particular selection is turned off for bursting, but it is still
possible to accomplish what you want to do.

Just select the MAIL destination type, and then select TEXT. This TEXT format, combined with email bursting, is the only destination type that will export the report to the body of the email.That’s it. The rest of the bursting process is the same. If you have your email address in GH1, it will take your report data and place it into the body of the email.

NOTE: Don’t forget you can customize headers and footers in your email, too, to go before and after your report data.

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Simply TXT). This will be used to go into the head of the email You can also create a footer file by appending "_footer.TXT" to
the same TXT file name used for the header file.

3.8.3 By HTML-Based Email Letter

WHAT ABOUT HTML-BASED EMAIL LETTER BURSTING? Yes! We can do HTML-based emails, too. We are starting off with 9 simple email templates. You may actually create your own, too. We do have "fixed" locations where we put things, but you can tweak everything else. The directory where the templates are installed are located in your \appdata directory and \newsletters. In that directory, you will see the file folders labeled 1-9 and each folder. You may create your own templates here, just by adding a single
character identifier (10+, A-Z). In each directory you will see nl_1.txt (2,3,4,5). These files get combined to form your
newsletter. Now, there is also an \image directory off of these directories.

IMPORTANT: The image directory must be placed on your server so it is accessible. You will also need to edit TXT
template files 2 and sometimes 4 to change the path for the image files from Jeff-Net. Com to your domain where the
images are stored.

Ok, now that you know where these HTML templates are located, you're probably wondering how to use them.
Simple, but it's not overly obvious. You will create your bursting letter email, just like the description above. Once
you're done though, in the Report Description field, begin your description with HTML-?. The "?" is the single
character directory in your \appdata\newsletters directory that you want to use (see example on next page).

3.8.4 By Newsletter

Bursting By Newsletter is another function available if you want to send HTML-Based Letter Emails.

3.8.5 Parameter Bursting

Parameter Bursting; This feature was introduced in version 2011.83 of Report Runner Batch and it allows you to assign multiple values to feed to a single parameter and run a report. This helps by allowing you to set up one job to do multiple tasks. And here's another cool thing... you can assign them manually from the parameter window or you can do it dynamically via a SQL Select statement!

For example, let's say you want to run statements for your customers and your

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"Statement" RPT file has a customer ID to fill in so it filters for that customer. You could create a dynamic SQL-based Expression (Tools, Expressions) to do a Select Customer_ID From Customers Where Send_Statement = 'Y'.

Even if that statement returned 10,000 customers, it would STILL only take one job to do it. Once the Expression is created, you simply create a Parameter Bursting batch and assign the Expression to the parameter field in the Job window, Parameters.

Now, you may ask, how do I email them the statement? Simple, just create a formula field called jnBurstEmail, put their email field in it, and place it on your report template in the Report Header. When the report runs, it will automagically send the output to their email address.

As always, let us know if you have any questions. We are here to help!

Happy Bursting!

Jeff-Net Fan Support

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Phone: 1-800-JEFF-NET (533-3638) x 1
Fax: 1-800-784-5661

Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

3.9 Magic in the EXE

As you probably noticed we have combined **Report Runner Batch**, **Report Runner Viewer** and **Report Runner Administrator** in ONE executable called **Report Runner Unified**. This single executable performs multiple functions for Jeff-Net based on what we pass to it via the command line. We make it easy, so there's no need to know what to pass; just use the shortcuts that we have created for you when you installed the software.

If you try to "double-click" the Report Runner Unified.exe file from the C:\Program Files\Jeff-Net\Report Runner you will receive the following Report Runner Unified.Exe Information Message.

We do not recommend starting the software by running the executable directly but if you

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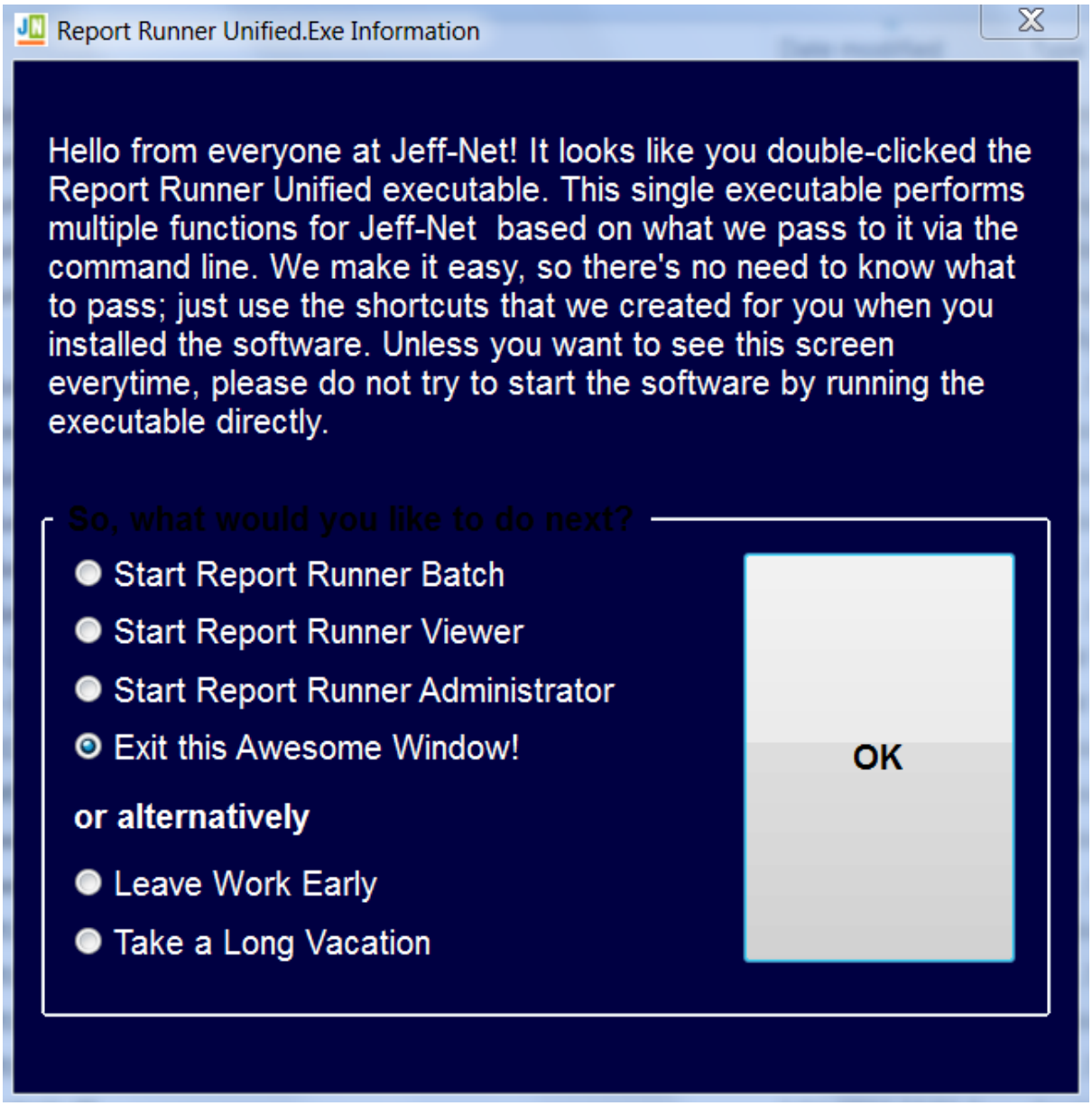
did, we have provided an option to check on where you want to go within Report Runner, exit the window, or listed a couple of alternatives for fun.


Report Runner Unified.Exe Information
Hello from everyone at Jeff-Net! It looks like you double-clicked the Report Runner Unified executable. This single executable performs multiple functions for Jeff-Net based on what we pass to it via the command line. We make it easy, so there's no need to know what to pass; just use the shortcuts that we created for you when you installed the software. Unless you want to see this screen everytime, please do not try to start the software by running the executable directly.
So, what would you like to do next?
Start Report Runner Batch
Start Report Runner Viewer
Start Report Runner Administrator
Exit this Awesome Window!
or alternatively
Leave Work Early
Take a Long Vacation
OK

3.10 Modifying Batch XML Files

We have a built-in utility to the Report Runner executable (Report Runner Unified.Exe) to update your Report Runner Batch XML files externally. This is necessary for updating your XML files dynamically and then running your Batch XML file on-demand via the command line or using Report Runner Event Server.

NOTE: This update process only updates your XML file, it does not run it, so feel free to test this update process as much as you want. Check your Batch XML file after each update to see if it's working.

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By the way, if you've never looked at any of your Batch XML files, try editing one with NotePad or Wordpad, or simple "Open With" your internet browser of choice. You'll see it's laid out like a table with field names "wrapped around" each value.

Updating your Report Runner Batch XML file dynamically is easy. Simply call the executable with these four (4) command line parameters at once:

- jnFile= (full path and XML file name)
- jnRecord= (record number in XML file - it's easier if this is always "1" and your dynamic batches have only one (1) record)
- jnField= (field name in XML file)
- jnValue= (value to set)

Examples

For example, you command line might look like this:
jnFile=C:\My Dynamic Batches\PrintHelpDeskTicket.XML jnRecord=1 jnField=Parm1 jnValue=123456

In the example above, we are updating a batch that print's an individual helpdesk ticket. The ticket number we want to print is "123456".

What if we wanted to then print ticket number "456123"? Simply call it like this:
jnFile=C:\My Dynamic Batches\PrintHelpDeskTicket.XML jnRecord=1 jnField=Parm1 jnValue=456123

What if after updating the ticket number, you wanted to update the printer (printer name is HP2320-1) it is to be printed at? It might look like this:
jnFile=C:\My Dynamic Batches\PrintHelpDeskTicket.XML jnRecord=1 jnField=DestinationName jnValue=HP2320-1

You can call update utility as many times as you need to. Each call/update is extremely fast so don't worry about this taking a long time to run. After you are finished updating your Batch XML file, you can then process it on-demand calling the Batch XML file via the command line passing it to the Report Runner executable or "throwing it" into the Input directory of Report Runner Event Server.

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And just to be clear on how to "call" the Report Runner executable with the command lines above, using our first example, the full "call" might look like this: "C:\Program Files\Jeff-Net\Report Runner\Report Runner Unified.Exe" jnFile=C:\My Dynamic Batches\PrintHelpDeskTicket.XML jnRecord=1 jnField=Parm1 jnValue=123456

If you have any questions about this, just let us know! We are always HAPPY to help!

3.11 System Reports

We have created several System Reports templates (.rpt) for Report Runner Batch.

Tasks Covered In This Section

System Reports

- End of Batch Notification
- Twitter Post By Day of Week
- Sample Report

3.11.1 End of Batch Notification

We have created a Crystal Reports Template (.rpt) that is called **End of Batch Notification Report**. This report can be added to the end of your Batch File to notify you of the status of the Batch. You can select two (2) options to notify you of **ALL** or **ERRORS ONLY.**

Note: Global Expressions and Constants (dropdowns) can be created/edited in the Tools menu.

Steps are as follows

1) Open Report Runner Batch.

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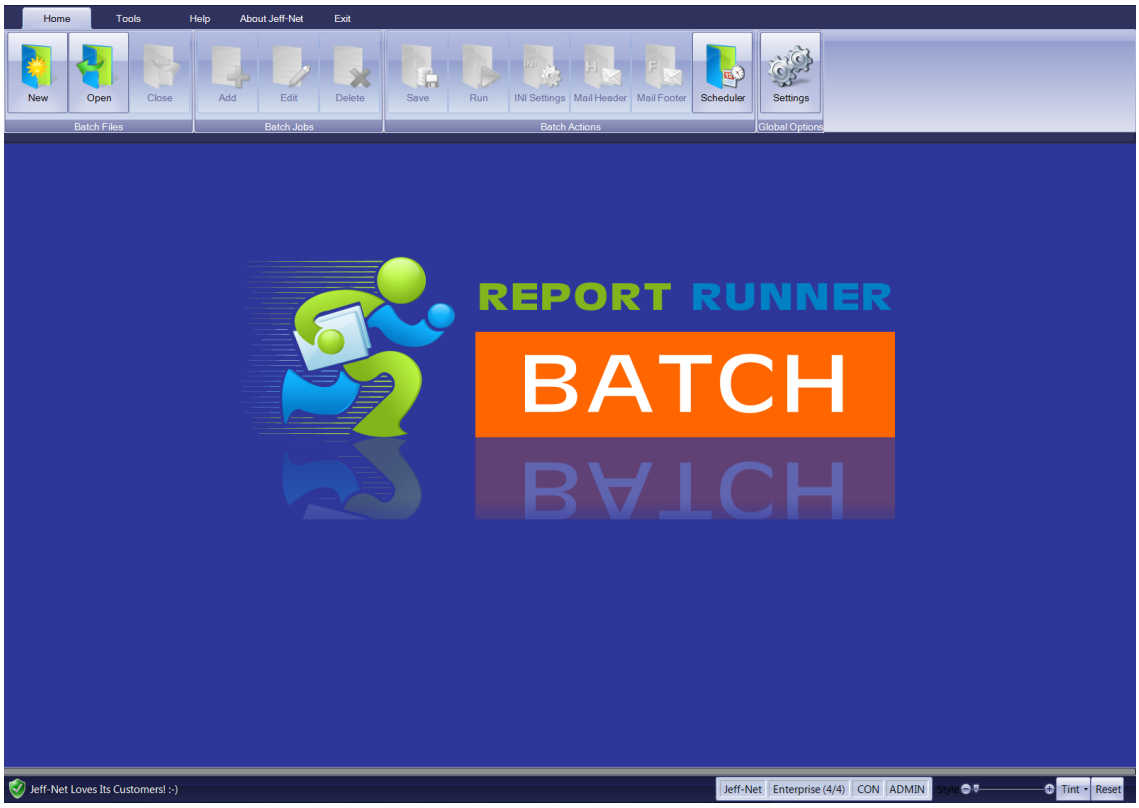

2) Open or Create a New Batch File.

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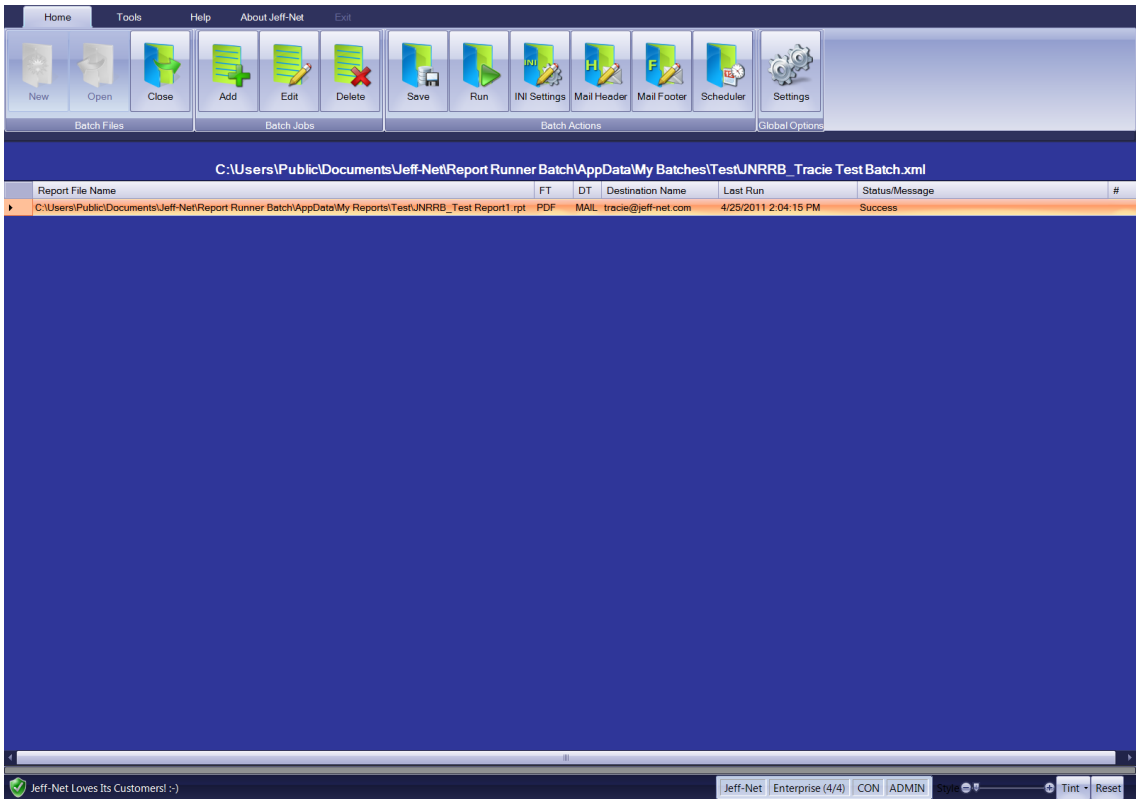
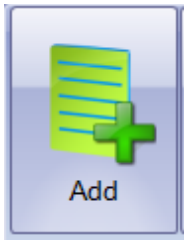


3) AFTER adding all your jobs to your Batch File, then you will simply add the **End of Batch Notification Report** at the END of your Batch File (See Batch Files for details on how to create a new and/or open a Batch File).

4) Select the **Add** button.



5) You will see the window automatically launch that is to "Select A Crystal Reports Template". From here you will browse to Public Documents of Jeff-Net and Report Runner Batch for the System Reports folder to locate and select "**End of Batch Notification Report**". (The file folder path might look something like this

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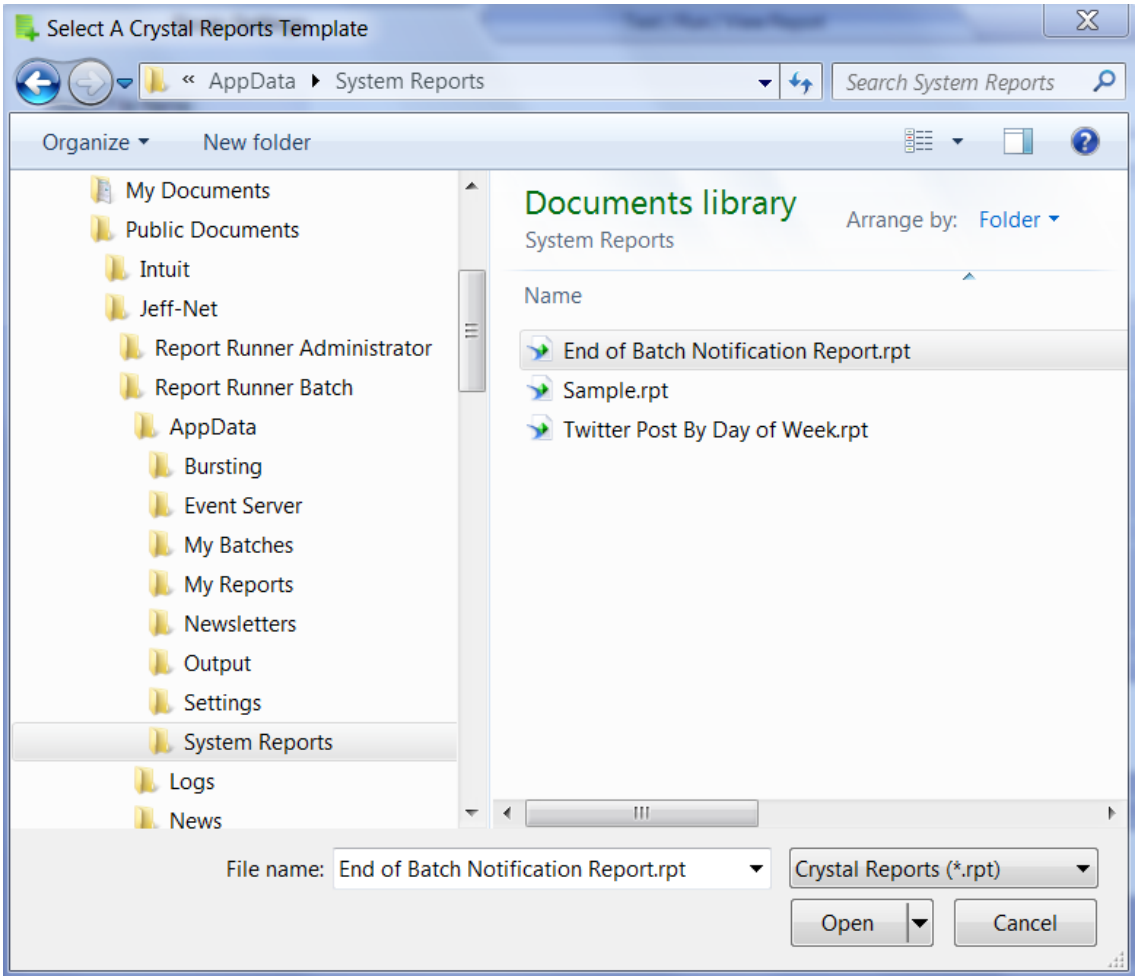
depending upon your Microsoft Operating System and/or where you designated this folder directory during installation of Report Runner Batch: C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\System Reports)



6) Highlight (left-click with your mouse) the **End of Batch Notification Report** and click with your mouse on the **OPEN** button.

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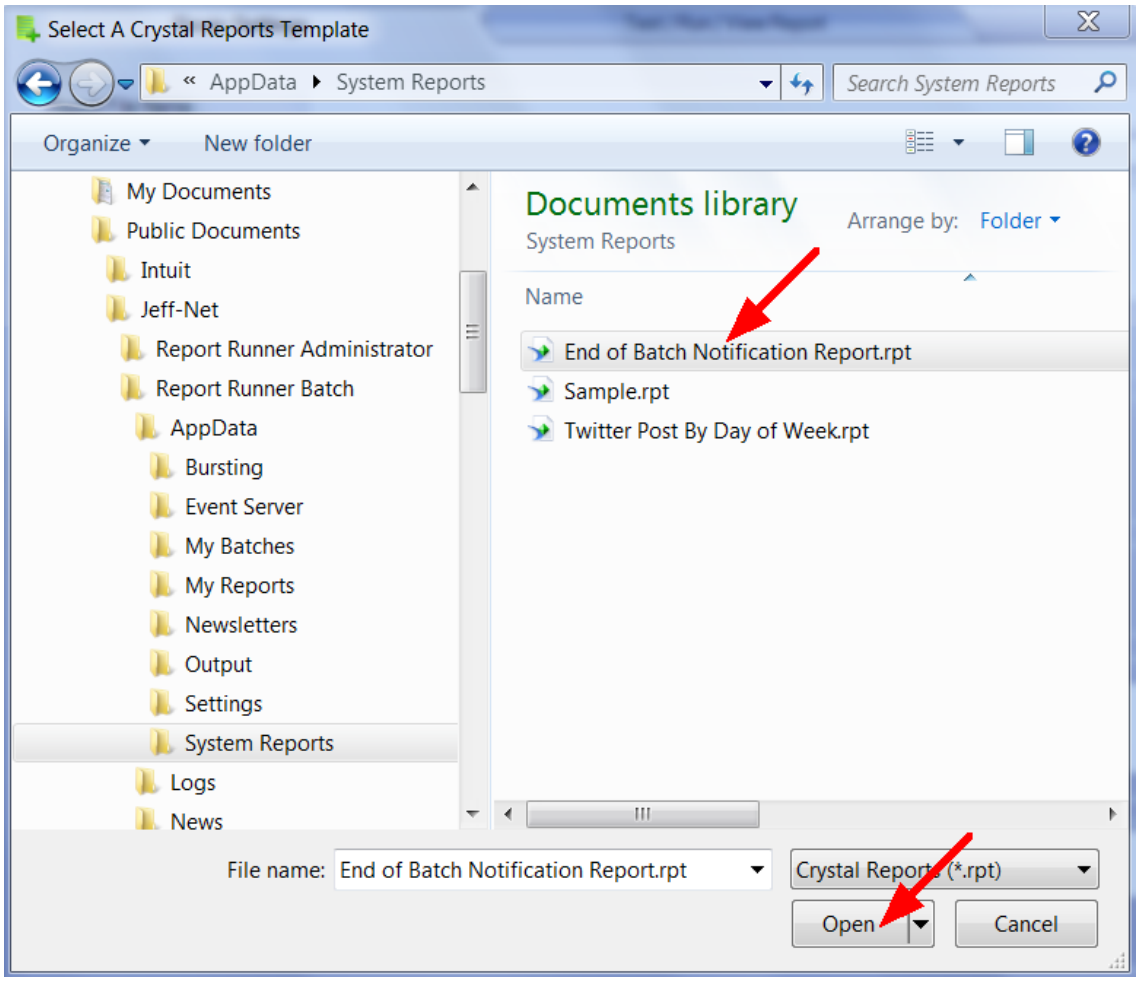

7) You should now be in the "Add Job (Report)" screen of Report Runner Batch.

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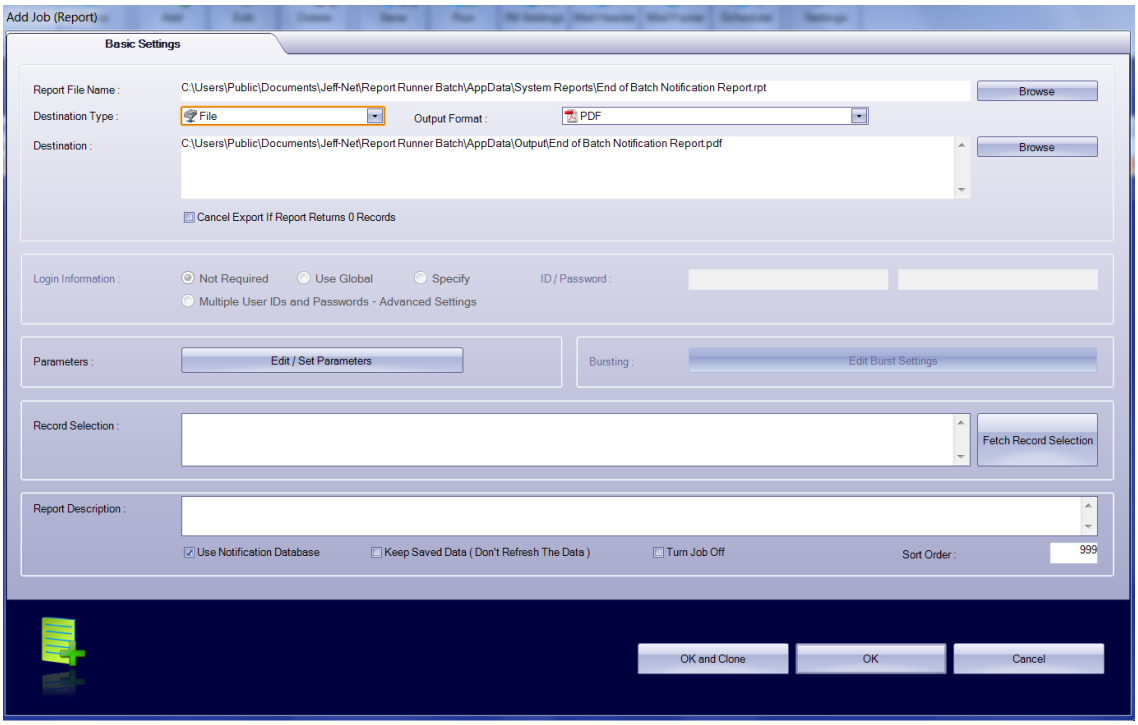

8) In this example below we are going to select from the drop down menu for the **Destination Type** and choose "**Mail**" and then for the **Output Format**, export this End of Batch Notification Report to "**PDF**". We have also entered in the email address in the **Destination** area.

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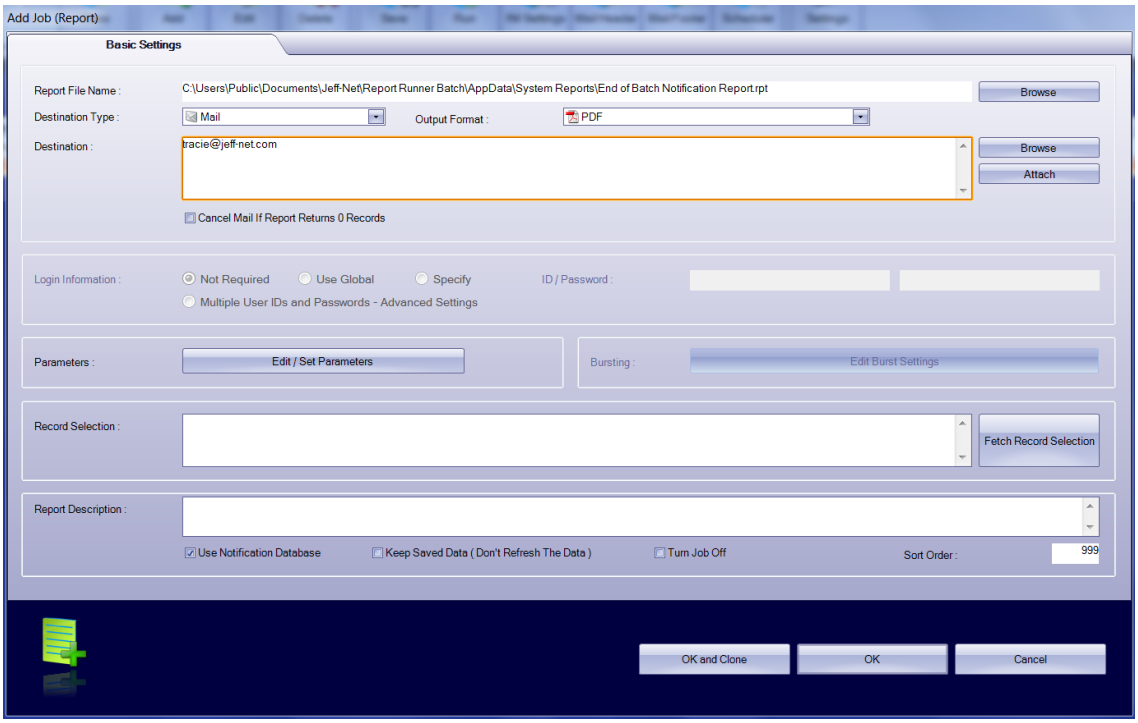
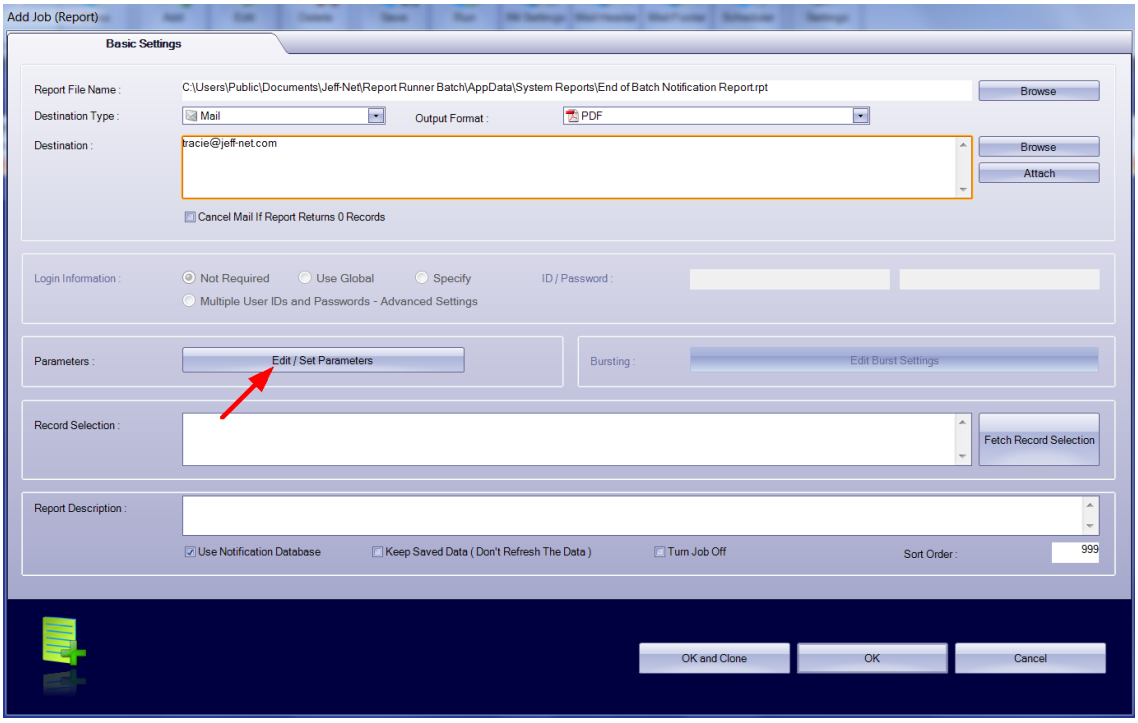


9) You will then select the **Edit/Set Parameters** button.



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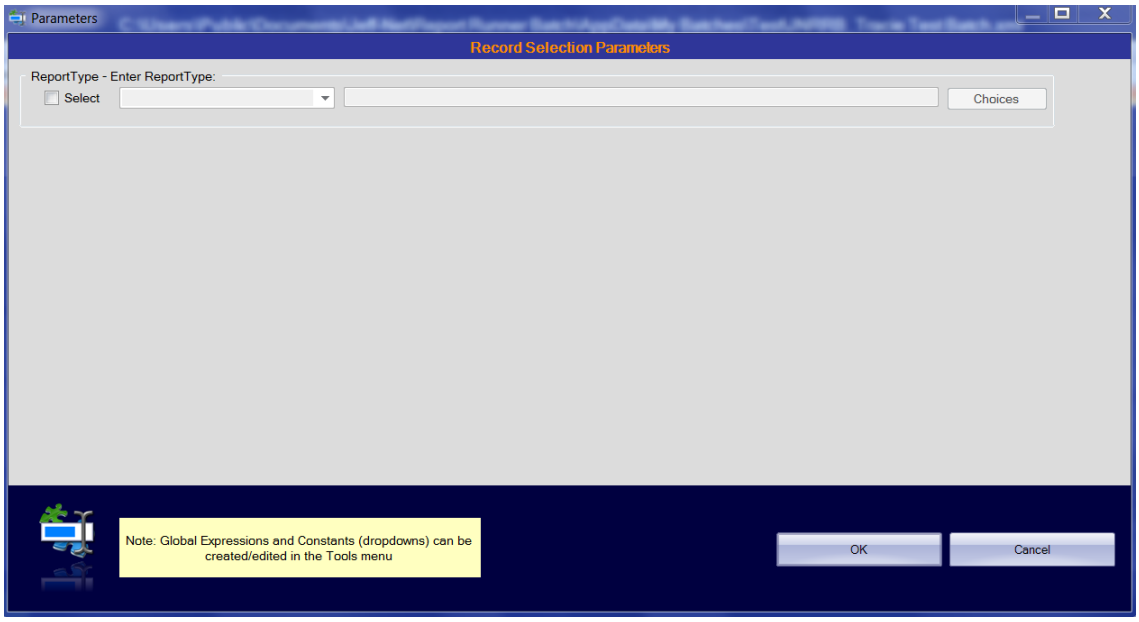
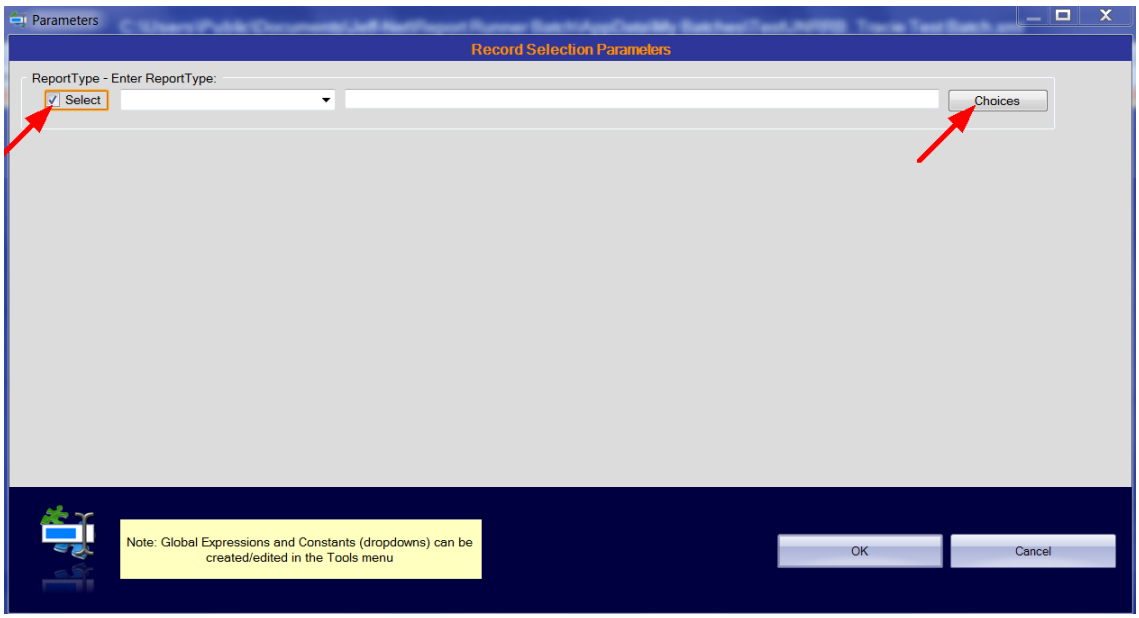
10) You should now see the **Record Selection Parameters** screen within Report Runner Batch.



11) Simply click with your mouse on the little check box on the left next to the "**Select**".

12) Then click on the "**Choices**" button.



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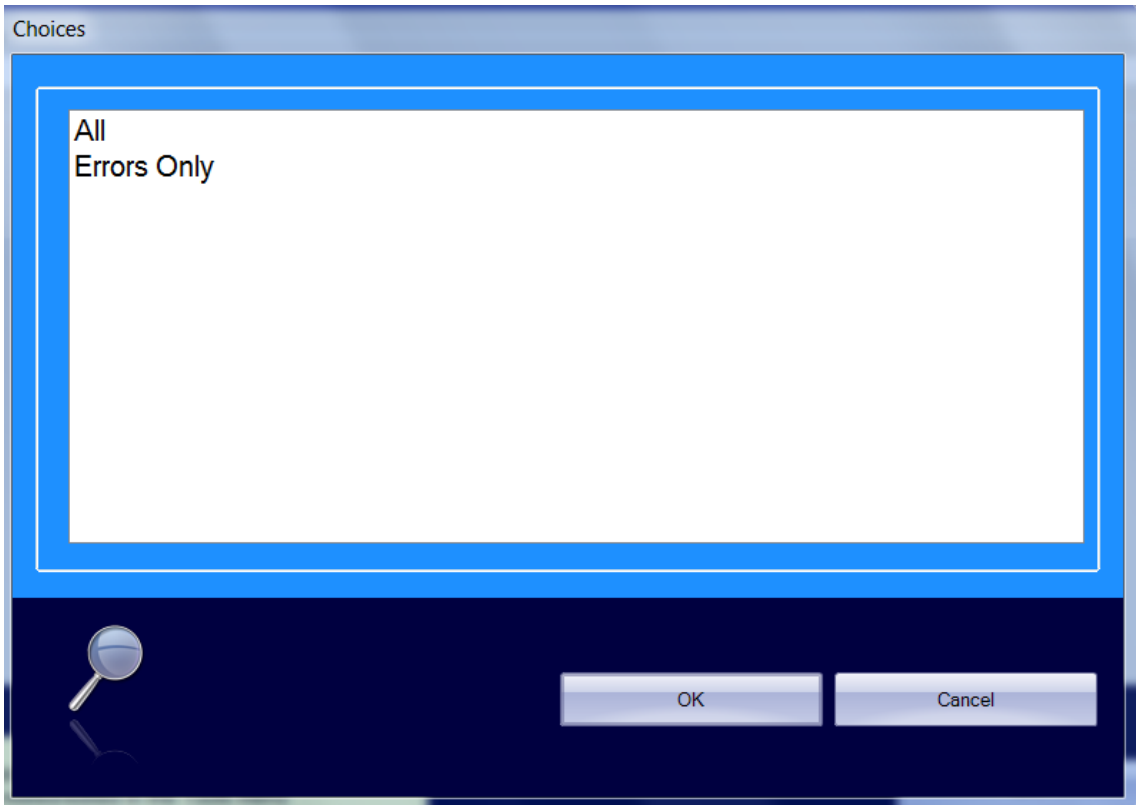
13) It will display the two (2) choices available for this **End of Batch Notification Report**.

14) Simply select either **ALL** or **ERRORS ONLY**.



15) After you have made your selection, click on the **OK** button to save your choice. In the example image below, we have selected ALL.

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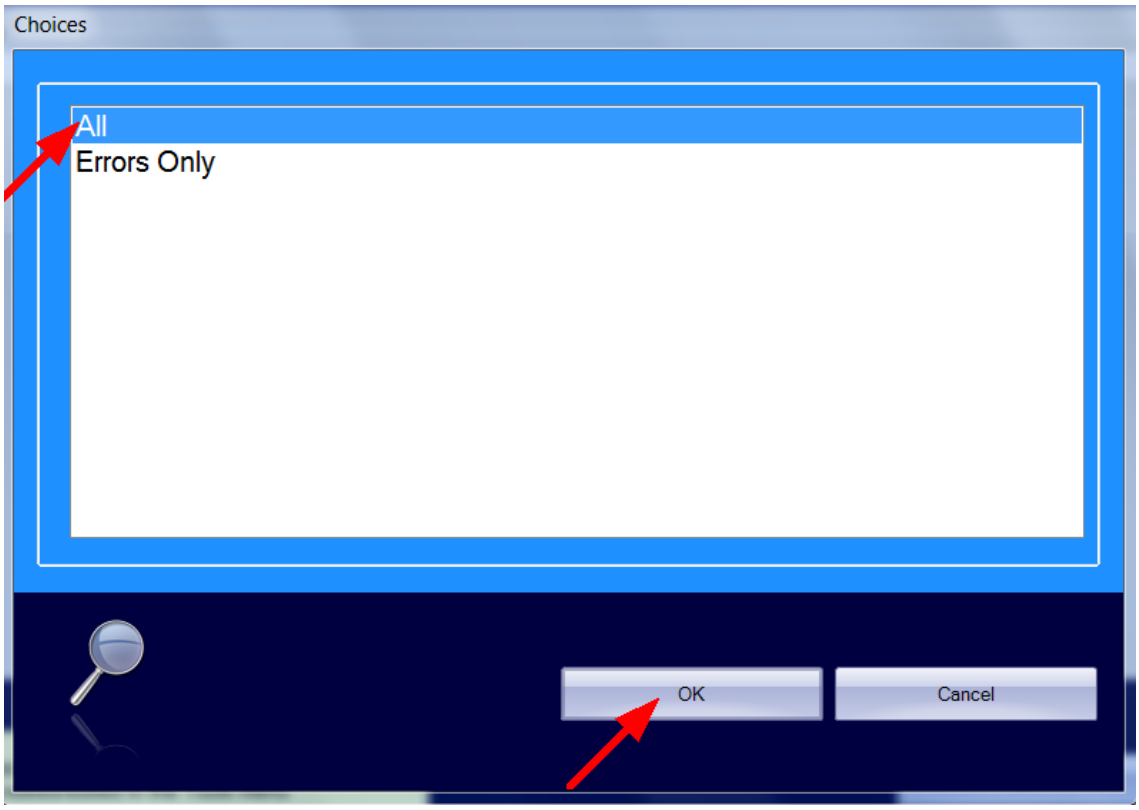

16) Then click on OK button in the **Parameters** screen. It will take you back to the **Add Job(Report)** screen.

17) You should be all set now to save this End of Batch Notification Job to your Batch File.

18) Select the **OK** button in the Add Job(Report) screen.

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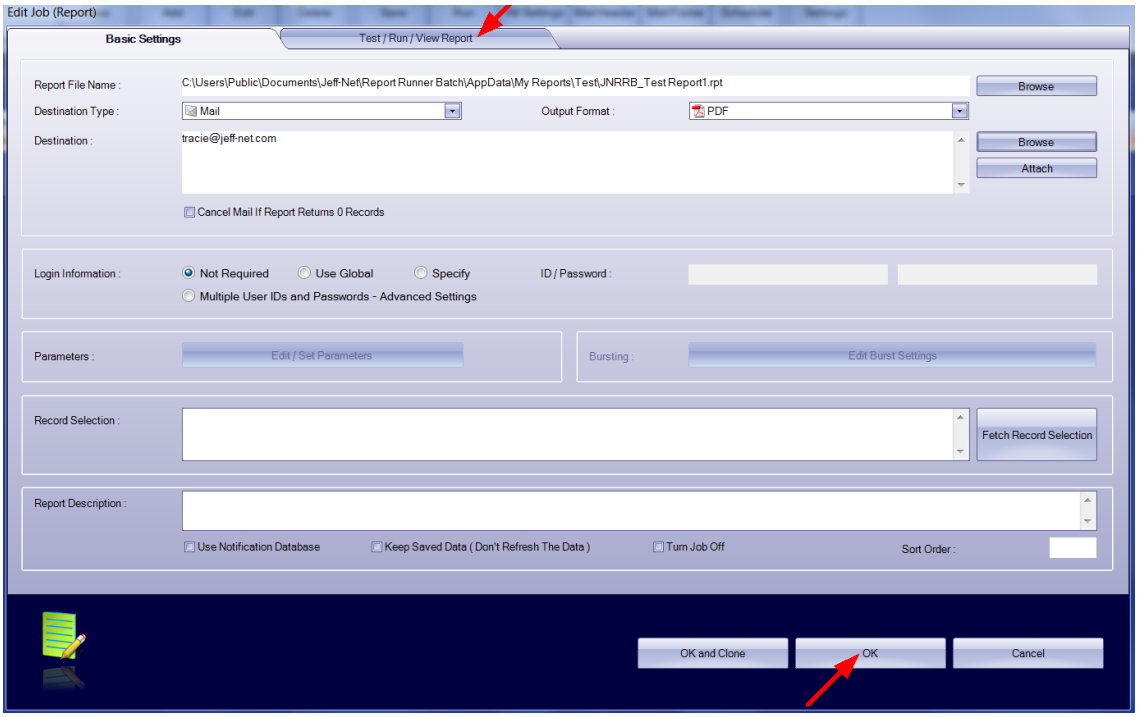
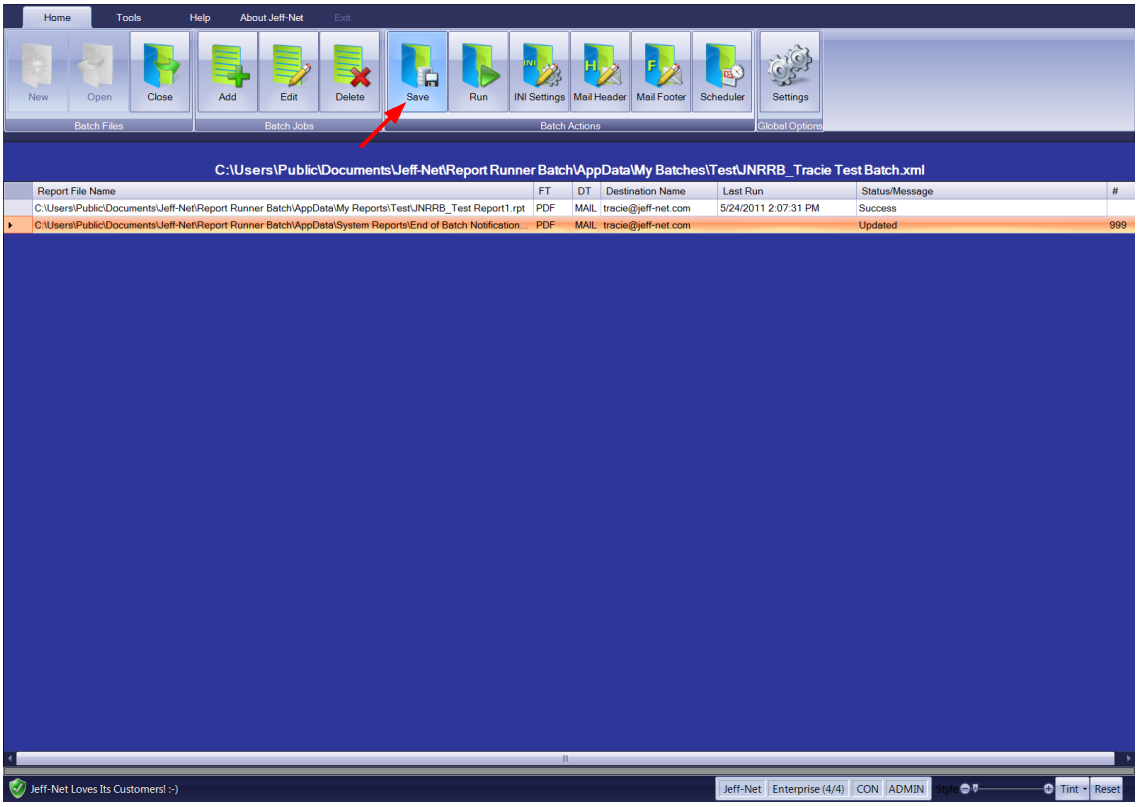


19) Save your Batch File.



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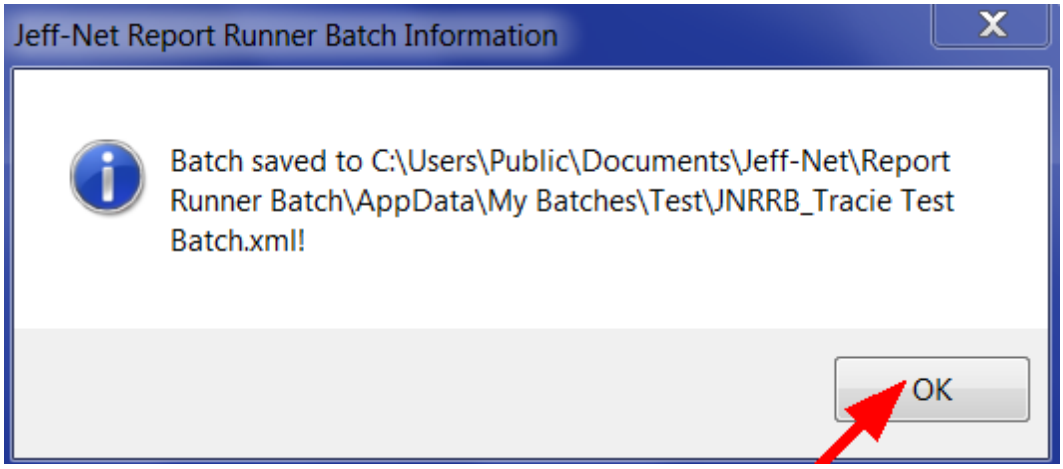
20) Then you should see a Report Runner Batch Information message confirming you want to save your Batch File.

21) Simply click on the OK button.


Jeff-Net Report Runner Batch Information
Batch saved to C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\My Batches\Test\JNRRB_Tracie Test Batch.xml!
OK

22) Once your Batch File has been saved. You can schedule your Batch file or run it manually. In this example image below, we have tested it manually.

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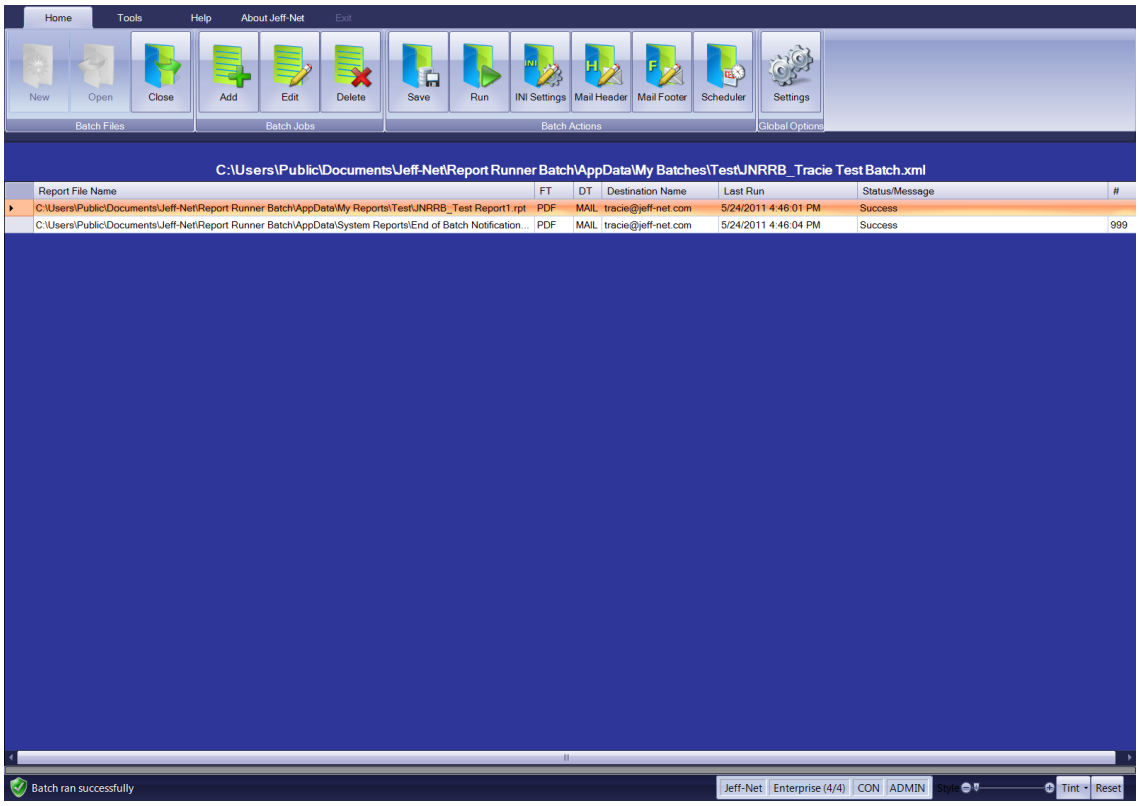

23) Report Runner Batch has indicated it was a Success. We checked our email and we have our JNRRB_Test Report1 along with the End of Batch Notification Report. With this example below as you can see Report Runner Batch attached both reports in the same email because it automatically recognized we used the same email address for both the JNRRB_Test Report1 and End of Batch Notification report.

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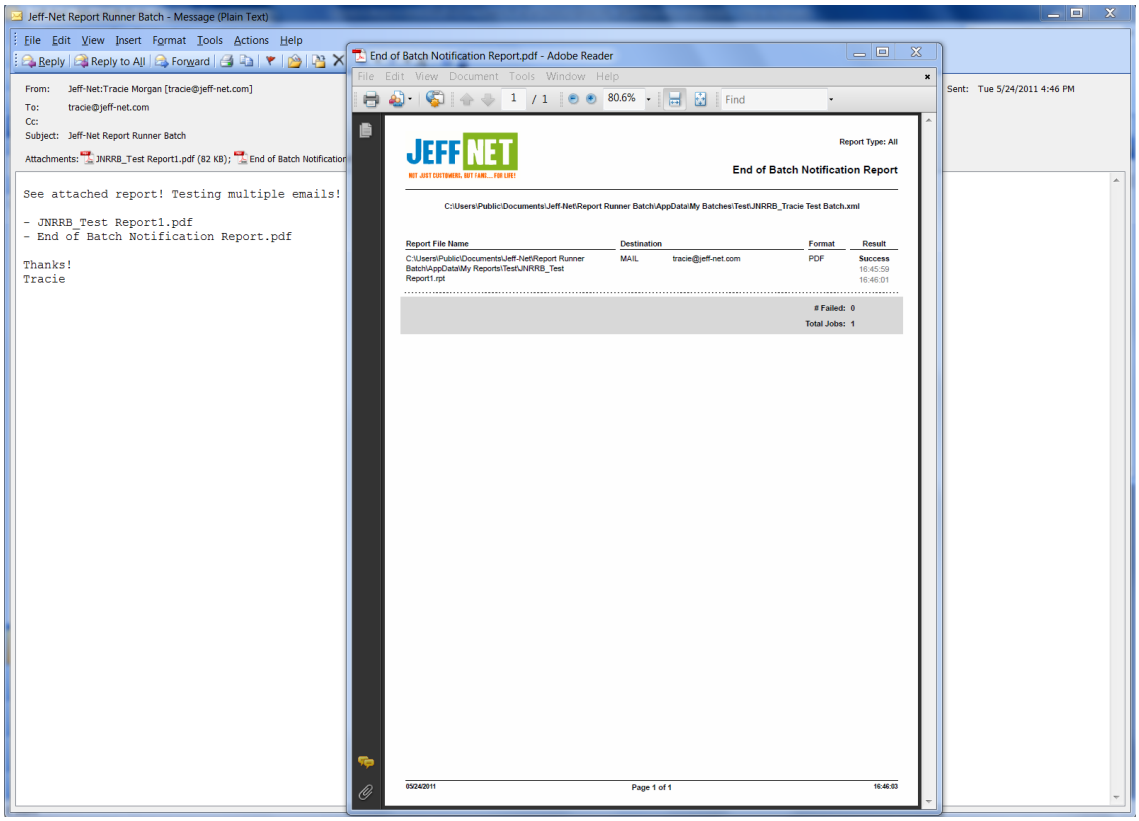

Note: You can use a different email address for the End of Batch Notification report.

3.11.2 Twitter Post By Day of Week

We have created a Crystal Reports Template (.rpt) for your Twitter updates.

3.11.3 Sample Report

The **Sample Report** is a Crystal Reports Template (.rpt) and is an example of a report that you might create for your company.

It is usually located in C:\Users\Public\Documents\Jeff-Net\Report Runner Batch\AppData\System Reports

3.12 Group Header

Jeff-Net Report Runner Batch was built in the latest Microsoft .Net Technology and utilizes the latest Crystal Reports 2008 Runtime Engine.

As of our 2011 version and the latest Crystal Reports 2008 runtime engine, it does not

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allow us to read group values from anything other than Group Header 1 (GH1). We understand that in our legacy versions and earlier versions of the Crystal Reports runtime it allowed for other groups. If/when they allow other groups again, we will gladly release it to our customers. It's not anything we are doing on purpose.

If you have additional questions please do not hesitate to let us know. We are here to help!

Jeff-Net Fan Support

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Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

3.13 2011 Verses 2012

This topic covers information on the release of the 2012 version of Report Runner and the differences between 2011 version Report Runner. There is a reason for this immediate release of this 2012 version. Check it out!

Here are the new features…

Report Runner Batch:

- Full support of Crystal Reports 2011 (Crystal Reports started shipping in May 2011)
- Support for uploading to **Sharepoint** (Added as a Destination Type)
- Support for exporting to and reading RPTR Crystal Reports templates (Introduced with Crystal Reports 2011)
- Support for exporting to XLSX (Introduced with Crystal Reports 2011)
- Job window now displays **Jeff-Net Variables** (like jnOutputFile and jnBurstEmail) if found in report

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Report Runner Viewer:

- Full support of Crystal Reports 2011
- Support for reading RPTR Crystal Reports templates (introduced with Crystal Reports 2011)
- Support for exporting to XLSX (introduced with Crystal Reports 2011)
- Added “EZ” print button (INI setting) for viewer usage on touch screen systems. See for **Report Runner Viewer User Manual** for details.

Differences between 2011 and 2012

- Report Runner 2011 utilized .Net 3.5 technology; Report Runner 2012 utilizes .Net 4. Why? **The new Crystal Reports 2011 runtime engine required .Net 4, so we upgraded the Report Runner application to utilize .Net 4 as well.**
- 2011 utilized the Crystal Reports 2008 runtime engine; 2012 utilizes Crystal Reports 2011.
- The new Batch and Viewer features indicated above are exclusive to 2012, and 2012 is the version that will get any new features going forward.

NOTE: Should there be any bugs in 2011, we will fix those of course, but all new development is based on 2012.

More Information

- If you are on the latest 2011 version of Report Runner you do not have to upgrade to 2012. This is optional but recommended.
- If you do upgrade from Report Runner 2011 to Report Runner 2012, it is a very simple upgrade.

This information below covers tips on the UPGRADE **FROM** version 2011 of Report Runner **TO** version 2012 of Report Runner:

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- You will want to run the **FULL INSTALLER of Report Runner Batch 2012** on the same machine as version 2011.
- DO NOT change the directory of Application Installation Folder of where version 2011 was installed. This is NOT to be installed in a separate directory away from version 2011. This was designed to "replace/overwrite" version 2011. It is all the same design so you are not losing anything...ONLY gaining more features going forward.
- Here is the direct link to the **INSTALL INSTRUCTIONS** for version 2012 of Report Runner: http://www.jeff-net.com/support/index.php?/Knowledgebase/Article/View/10/1/installing-report-runner-batch-andor-report-runner-viewer
- There are no additional steps to move from 2011 to 2012
- If you need further assistance and/or have any questions regarding your upgrade. Please contact **Jeff-Net Fan Support**. We are happy to help.

Jeff-Net Fan Support

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Fax: 1-800-784-5661

Support: support@jeff-net.com

3.14 JNRRB.INI File

This section covers INI Settings that you would need to add/change within the actual **JNRRB.INI** File of **Report Runner Batch.**

INI Settings

- As of version 2012.6 you can now add an INI Setting that will hide your log

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passwords for extra security. To activate this INI Setting, simply open your JNRRB.INI File and add under the **[Options] Group** the INI Setting, **HideLogPasswords=YES** to hide the log passwords.

Example:

```
[Options]
HideLogPasswords=YES
```

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Part

4 3rd Party Add-Ons

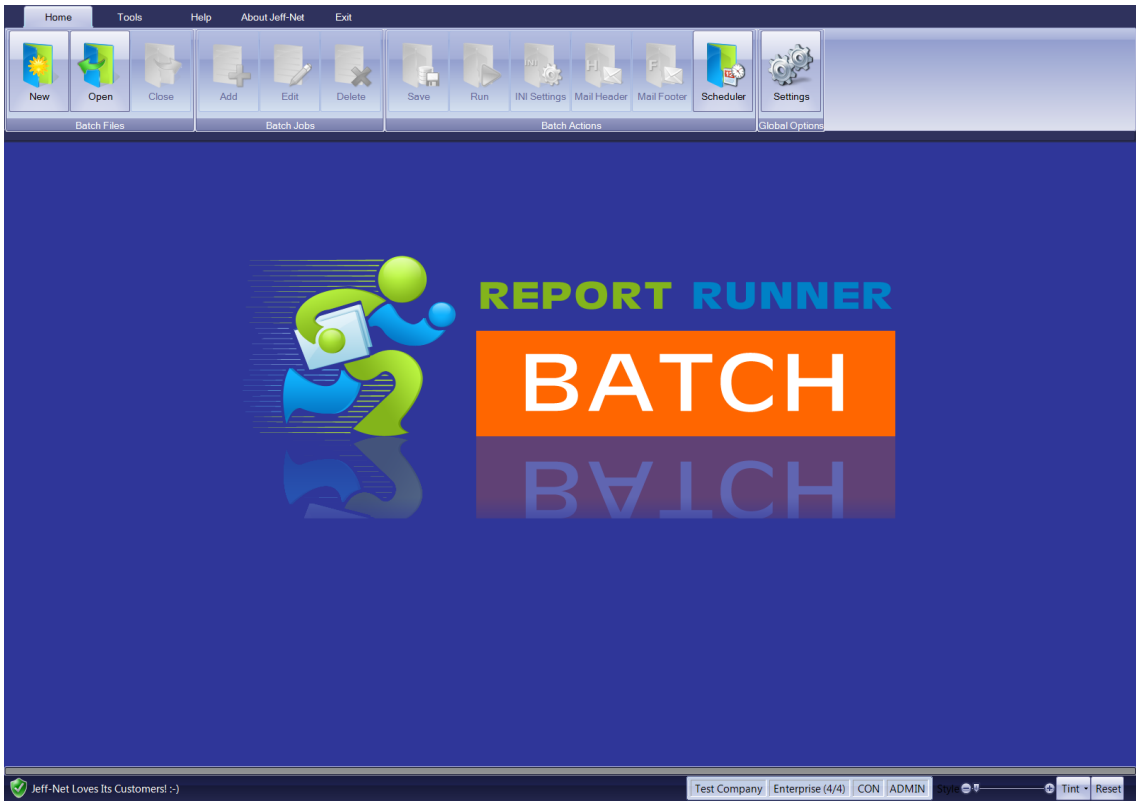
Enter topic text here.

4.1 Neevia

Report Runner Batch now supports PDF Compression. There are 3 levels of PDF compression using a 3rd party software product from Neevia (http://neeviapdf.com/PDFcompress/). You can purchase a license directly from Neevia for $99 (one-time). To activate the compression within Report Runner Batch, simply set the Batch-Specific INI Setting listed under the new **[3rdPartyAddOns] Group Header**.

Steps are as follows

1) Open Report Runner Batch.



2) Open your Batch File that you want to Output Format to PDF and compress.

3) Select the **INI Settings** button.

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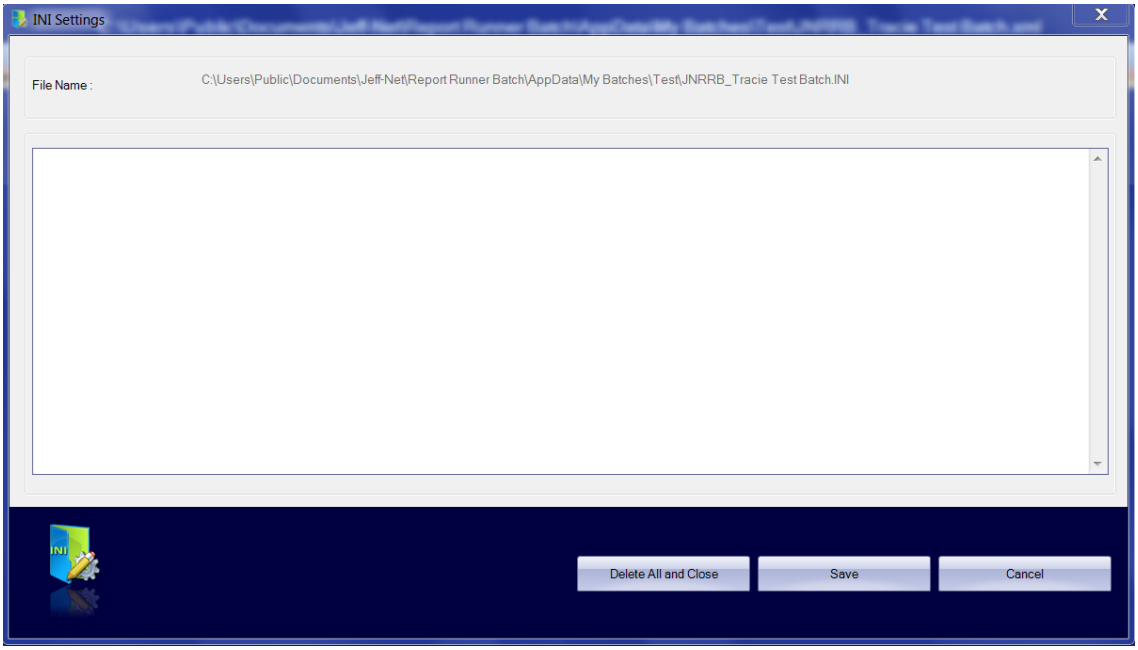
4) Right-click (with yours mouse) in the INI Settings box area.



5) You should see an INI Setting menu appear (see below for example image). You will want to select the **"Insert [3rdPartyAddOns] Group Header"** that is located at the bottom (in **RED**) and highlighted in blue, FIRST.

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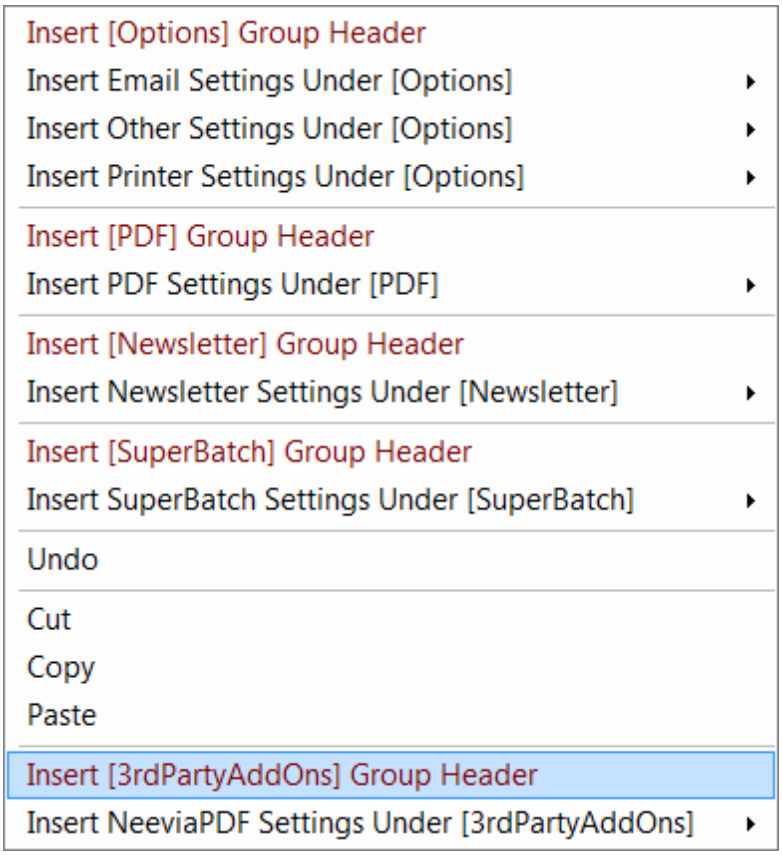

6) Select the **[3rdPartyAddOns] Group Header (in RED)**, and insert that Group Header in your INI Setting box area. See below of what that should look like at this point.

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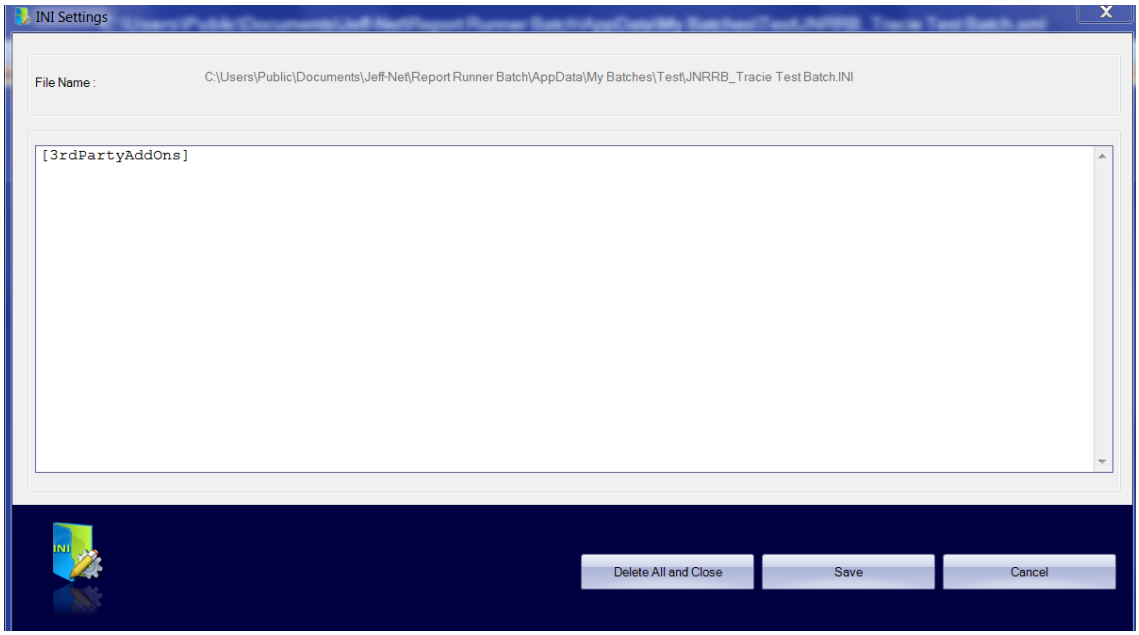
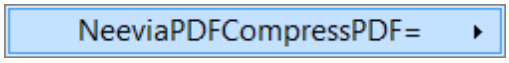
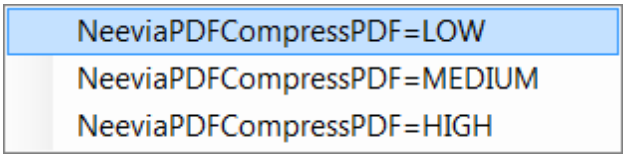


7) Then you will want to select the "**NeeviaPDFCompressPDF=**" and then we have provided three levels of PDF Compression. Low, Medium and High. For this example images below we have selected the **NeeviaPDFCompressPDF=LOW**





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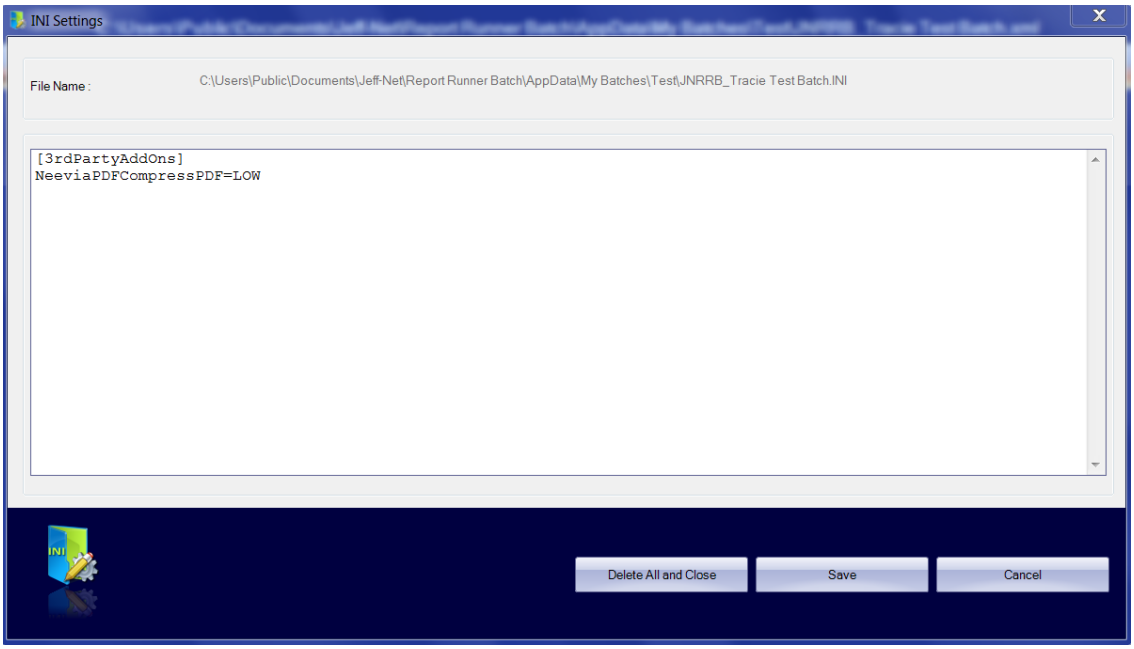

8) Select the **SAVE** button once this has been completed.

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Index

- . -

.Net 3.5 249
.Net 4 249

- [-

[Newsletter] Group Header 100
[Options] Group Header 73
[PDF] Group Header 96
[SuperBatch] Group Header 112

- 3 -

32-bit ODBC Administrator 17

- 6 -

64-bit Machines 17
64-bit ODBC Administrator 17
64-bit Servers 17

- A -

About Jeff-Net 11, 167, 169
Activate License 178
Add Job (Report) 30
Advanced Data Connection Settings 49
Advanced Debug Log 164
AppData 187
Archiving 143

- B -

Basic Settings 30
Batch Actions 123
Batch File 28, 30
Batch Job 41
Batch Schedule 123
Batch XML File 233
Batch-Specific INI Settings 96
Bursting 187, 221

- C -

Cancel Mail If Report Returns 0 Records 30
Check License Status 180
Clear All Licensing 177
Command Line Processor 150
Common Questions 158
Compression 254
Contact Information 169
Crystal Reports™ 30

- D -

Database Settings 141
Date Formats 213
Date Parsing Format 133
Deactivate License 182
Debugging 164
Default AppData Folder 133
Default Output Folder 133
Default Work Folder 133
Destination 30
Destination Type 30, 49
Do Not Run 123
Downloads 176
DSN 162

- E -

Email Settings 73
Email Subject 210
End of Batch Notification Report 235
Event Server 143

- F -

Fetch Record Selection 30
File Event Rules 154

- G -

Generate Command Line 150
Generate Desktop Shortcut 150
GH1 187, 221, 248

GH1 Bursting 30
Global Parameters 143, 145
Global Parameters - Constants 146
Global Parameters - Expressions 146
Global User ID 141
Green Friendly 13
Group Header 248

- H -

Help 155

- I -

INI Settings 70

- J -

Jeff-Net 15, 158, 164, 167, 169, 171, 173, 176
Jeff-Net Variables 119, 197
jn_todayMMDDYY 218
jnOutputFile 197
JNRRB.INI 251
jnUser User-Defined Fields 197

- K -

Keep Saved Data (Don't Refresh The Data) 30

- L -

License 178
License Key 178
Licensing Manager 177, 178, 180
Login Information 30

- M -

Mail Event Rules 153
Mail Footer 64
Mail Header 119
Mail Settings 139
Multiple User IDs and Passwords - Advanced Settings 30
My Batches 187
My Reports 187

- N -

New Batch Assistant 42
New Batch File 123
Notification Report 192, 235

- O -

ODBC 162
On-Demand Batch 150
Open Log File Directory 164
Output Format 30

- P -

Parameter Bursting 30, 231
Parameter fields 73
Parameters 30, 231
PDF 254
PDF Compression 254
Printer 49

- R -

Record Selection 30
References 156
Report Description 30, 73
Report File Name 30, 205
Report Runner Event Server 233
Report Runner Unified 232
RPTR 249
Run 68
Run Job 68

- S -

Save 66, 119
Save As 149
Scheduler 66, 123
Sharepoint 249
SMTP Mail Port 73
Sort Order 30
SQL Event Rules 154
SSL 73

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Stamp Format 133
Status Message 68
Submit a Ticket 184
SuperBatch™ 112
SuperBatch™ Trigger Tree 220
System Reports 235
syswow64 17

- T -

Table Configuration Utility 187
Table fields 73
Technical Support 162
Test / Run / View Report 42
Test Mail Settings 139
Today 218
Tools 150
Triggers 13
Turn Job Off 30

- U -

Use Notification Database 30
user-defined values 119
Utilities 143, 148

- V -

View Current Log 164
View Current Log File 164

- W -

Windows 7 17
Windows Task Scheduler 123
Windows Vista 17
Windows XP 17

- X -

XLSX 249

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Thank you for using Report Runner Batch!

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